

## Logistics & Trade Compliance Administrator

### Tracking Code

15671

### Job Description

*Knorr Brake Company is the innovative leader in the manufacture and supply of braking systems, passenger doors and climate-control equipment for all types of Mass Transit customers such as: METRO, Light Rail Vehicles, High-Speed Trains, Commuter Rail and Monorail Vehicles for the North America market. We're part of the Knorr-Bremse Group, the global leader in braking technologies. As part of our team, you'll collaborate with a world of talented and dedicated colleagues whose sense of purpose complements your own. You'll find rewarding opportunities, diverse experiences, partnerships, and an unwavering commitment to ethics and integrity. Innovation is part of our DNA. Achievement drives our culture. Learn more today!*  
[KBC Careers](#)

The Logistics & Trade Compliance Administrator is a support position within the Inter-company Supply Chain and Trade Compliance Team, helping to oversee internal/export/import compliance strategies for all KBC business units, organizing staff training and global support to comply with all applicable import and export regulations.

1. Assisting and supporting the ongoing development of the trade program at Knorr Brake Company for imports and exports, covering multiple products within each Business Unit (BU) and ensuring compliance to trade laws and regulations. This may include, but is not limited to the following:
  - Help develop processes to effectively obtain CUSMA (Canada-United States-Mexico Agreement) and/or USMCA (United States-Mexico-Canada Agreement) information from suppliers
  - Developing "best cost and service" transportation models for material coming in domestically, as well as internationally – specifically from Europe, Asia and Northern Border countries
2. Update and report on the efficiency and execution of logistic services within the given BU budgets on a weekly/monthly basis.
3. Working along with the Logistics & Trade Compliance Specialist, assist with internal trade topics including - Tariff classification, Incoterms, and Country of Origin determination and uploading all necessary import/export data into SAP and Tradeflow database.
4. Correction of invoice errors, routing issues, loss & damage freight claims with carriers and freight forwarders.
5. Assist in writing user documentation, instructions, and procedures – in particular, regarding logistic processes, US and Canadian Customs compliance, and the Transport and Shipping modules in SAP System.
6. Ensuring International supply base is adhering to SOP (standard operating procedure) and the provided routing instructions, while working with Customs Brokerage for proper customs entry.
7. Work with contracted 3PL (third-party logistics) for Domestic supply chain and (4PL fourth-party logistics) for International supply chain for negotiating external contracts with Freight Forwarders and Carriers to achieve yearly cost savings.
8. Trouble-shooting and problem-solving various issues such as bill of lading errors and carrier/broker invoice errors, non-justified charges, as well as working with our 3PL (third-party logistics) partner on carrier delays, shipment routing issues, and proof of deliveries.
9. Manage, prepare and execute various losses, damage, or over-charge claims with the carriers and freight forwarders.
10. Effectively organize all entry packages – ensuring safe retention of the necessary customs documents as well as destruction of documents outside of the 5-year required period.
11. Interaction with KBC personnel, vendors, and carriers to provide freight quotes and landed cost, coordinate freight services to support manufacturing schedules and customer orders.
12. Ensure the in-coming dock scheduling tool is fully functioning and effective for dock planning.

13. Must be able to comply with quality, product safety, and HSE rules and regulations. Be energy conscious, if applicable.

### **Required Experience**

#### **Required Education and Experience**

5-7 years minimum experience

#### **Preferred Education and Experience**

1. College Degree preferred (Technical or Business)
2. Training or certification in Customs Brokerage
3. Significant ERP experience

**Travel is primarily local during the business day, although some International and overnight travel will be expected.**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***What does Knorr Brake Company have to offer you?***

- Competitive Health Benefits
- Company Paid Life and Disability Benefits
- Health and Dependent Care Flexible Spending Accounts
- 401 (k) Plan
- Educational Assistance
- Free Passes to Local Attractions
- Free Gym memberships
- Additional Discount Offerings
- Volunteer Paid Time Off
- Paid Vacation
- Paid Sick Leave
- Company Paid Holidays

- Monthly Employee Welfare Events and Volunteer Opportunities

We are an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.

**Job Location**

Westminster, Maryland, United States