

## Compliance Analyst, Customs

**Join Our Family, Build Your Career!**

### **ABOUT US:**

SanMar Corporation has been family-owned since 1971. Based in Issaquah, WA, we are an award-winning, national supplier of 21 retail, private label and mill brands. We supply apparel and accessories to screen printers, embroiderers, promotional products distributors, athletic dealers, industrial launderers and more -- whether they are outfitting a Fortune 500 corporation or the local bowling team. SanMar's success and growth can be attributed to one thing - outstanding employees who provide superior services and products to our customers. We promote a culture that acknowledges the importance of a healthy work-life balance, recognizing that happy and relaxed employees make better ambassadors for SanMar. We encourage initiative and participation by creating a casual environment that taps your full potential as an employee.

### **Position Summary:**

This position contributes to SanMar's success by assisting in the design, development and implementation of company's customs compliance program. Working in conjunction with the Senior Customs Compliance Analyst, the Compliance Analyst, Customs will ensure all applicable US Customs and Partner Government Agency regulations and company policies are abided by. This position will be responsible for classifying product, researching, providing guidance and responding to customs compliance related questions from internal and external stakeholders.

### **Primary Duties and Responsibilities:**

- Ensure proper classification and country of origin determination of all imported products; writing binding ruling requests as necessary
- Maintain classification process documentation, internal systems and classification database for recordkeeping, audit and process improvement purposes
- Assist with Customs Trade Partnership Against Terrorism (CTPAT) program including CTPAT portal maintenance, support of risk assessments and maintenance of CTPAT manual
- Maintain trade preference program documentation, recordkeeping and conduct product verification reviews to ensure compliance to each program according to US Customs regulations
- Stay current and maintain working knowledge of CBP and PGA's regulations and market trends by participating in educational opportunities and reading professional publications
- Participate in the review and maintenance of customs compliance policies, procedures and manuals.
- Provide support with US Customs and internal audits
- Support the development of new supplier onboarding process and associated materials

- Contribute to report development using import trade data in ACE and various other resources
- Assist with new market expansion and global regulation research
- Perform other compliance related duties and special projects as assigned

**Requirements for Position:**

- Demonstrated ability to classify in accordance to HTSUS, GRIs, Binding Rulings and Explanatory Notes
- Working knowledge of import trade regulations, classification, valuation, country of origin, trade preference programs, supply chain security and Partner Government Agencies
- Must be able to handle, process and enter large amounts of data efficiently and accurately
- Strong verbal and written communication skills to accurately document, report and present findings
- Must be comfortable with repetitive work with the ability to stay motivated
- Analytical with proven data management and problem-solving skills
- Ethical dedication to keeping organization trade practices and sensitive information confidential
- Ability to simultaneously manage multiple time-sensitive tasks and meet deadlines
- Detail oriented with excellent organizational skills and a commitment to follow through
- Proven team play that maintains a positive attitude at all times
- A desire for continued learning as appropriate for the position

**Qualifications:**

- Bachelor's degree or equivalent work experience
- 3-5 years' experience trade compliance and/or international trade experience; experience in apparel industry a plus
- US Customs Broker License strongly preferred
- Computer skills; proficiency in Microsoft Office Suite, report generation and internet research
- Experience with ACE a plus

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to use hands to finger, handle or feel; frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. The employee is regularly required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

Work environment is moderately quiet office environment.

**BENEFITS:**

- Competitive salary and bonuses
- Medical, dental and vision plans
- Life insurance
- 401(k) plan with company match
- Flexible spending program

- Anniversary rewards
- Discounts on brand name apparel
- Diverse, laid-back atmosphere
- Flexible schedules
- Monthly employee events

If you are a service oriented person who would enjoy working for a company that provides a dynamic, family-oriented environment, this is the perfect opportunity for you! There aren't many other companies out there like us, so don't miss out, apply today, and learn what over 3,000 employees have come to know as "The SanMar Difference!"

SanMar provides opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran or disabled status.

SanMar participates in E-Verify.

**Apply Now! Share**

#### **Equal Employment Opportunity Statement**

SanMar is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. [Learn more about what it means to be an Equal Opportunity Employer.](#) Additional information can be found [here](#).

We are committed to working with and providing reasonable accommodations to individuals with physical and mental disabilities. If you need special assistance or accommodations while seeking employment, please email [careers@sanmar.com](mailto:careers@sanmar.com) or call [+1 \(206\) 770-5676](tel:+12067705676) with the nature of your request.

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