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Explore the possibilities across our global house of brands.

Defined by inclusivity rather than exclusivity, Tapestry embraces the exploration of individuality and invests in helping you grow personally and professionally. Every individual in our global house has the opportunity to make an impact, learn and be part of our growing and unique story.

At Tapestry, we have the freedom to express ourselves and run with our best ideas across Coach, Kate Spade New York, and Stuart Weitzman. We share a profound belief in both our individual and collective potential, and know that with hard work and dedication, anything is possible.

Purpose:

The Sr. Analyst, FTZ is responsible for assisting the Foreign Trade Zone Manager and group's efforts to ensure Tapestry's processes, internal controls, and reporting are compliant with US Customs laws and regulations. The individual will perform complex and confidential administrative duties to ensure accurate Custom Border Protection (CBP), Fish and Wildlife (F&W) and all other agencies affected by Foreign Trade Zone operations are within compliance of and adhering to all required standards. The position will be remote until the new fulfillment center opens in Las Vegas, Nevada in 2022.

The successful candidate will leverage their proficiency in customs and foreign trade zones to...

- Collect necessary documentation for daily process
- Create and generate the CF3461 and CF7501 entries
- File transfers CF6043 and CF7512 with CBP
- File other Customs documents as necessary for the FTZ (CF214, CF216 and CF349)
- Manage inventory through the FTZ Software; receive shipments, process adjustments and ship orders
- Stay abreast of any US Customs regulations and updates
- Validate FTZ data against actual documentation as needed to ensure accuracy of integration and information
- Investigate root cause for any inaccuracies
- Assist with the oversight and management of all FTZ record-keeping requirements
- Support Tapestry's C-TPAT program by issuing and monitoring Security Risk Assessment Questionnaires
- Assist the Operations Team with international shipments
- Act as the local FTZ site's primary on-site point of contact for interfacing with local Customs (e.g., audits, inspections) authorities to resolve issues effectively and timely
- Assist with maintaining, implementing, and enforcing the required procedures to ensure compliance by all relevant parties to all required FTZ operational practices and protocols
- Maintain communication with US Customs
- Update FTZ Software tables with any new vendor and HTS information
- Provide any other support to the FTZ Program Manager and Trade Compliance team, as needed

The accomplished individual will possess...

- B.A. or B.S. in Business, Supply Chain, Logistics, or a related field, or 2 years of relevant work experience in lieu of degree
- Experience with Foreign Trade Zone Software
- An ongoing interest in Foreign Trade Zone and customs topics

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- Minimum 1-3 years' work experience, preferably in multi-national environment plus minimum of 2 years of FTZ administration experience
- Experience in Foreign Trade Zone, US Customs regulations and compliance is a plus
- Flexible, adaptable, collaborative in a fast changing environment
- Strong analytical and good decision-making skills
- Curious, always willing to learn and ability to understand and apply complex trade concepts
- Ability to prioritize multiple competing tasks, follows-through completion of tasks/projects
- Ability to search, interpret and apply complex government regulations in actionable activities as appropriate
- Strong written and verbal communication skills
- Must be able to effectively communicate complex Customs and Trade issues to a non-expert audience, internally and externally
- MS Office proficiency, advance excel skills

Our Competencies for All Employees

- **Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Creativity:** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- **Interpersonal Savvy:** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- **Learning on the Fly:** Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
- **Perseverance:** Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.
- **Dealing with Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

Our Competencies for All People Managers

- **Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
- **Building Effective Teams:** Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish

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and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

- **Managerial Courage:** Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

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