



International Trade Manager

Certarus is the North American leader in providing low carbon energy solutions through a fully integrated compressed natural gas (CNG), renewable natural gas (RNG), and hydrogen platform. The company safely delivers clean-burning fuels to remote communities and industrial customers not connected to a pipeline.

By displacing more carbon-intensive fuels, Certarus is leading the energy transition and helping customers lower operating costs and improve environmental performance. With the largest fleet of specialty trailers in the world, the company is uniquely positioned to meet the growing demand for low and zero-emission fuel distribution.

Summary:

The **International Trade Manager** is responsible for global customs import/export compliance, including classification, valuation, and country of origin designation, labeling, internal auditing and participating government agencies requirements, for both US and Canada. This person interacts with Accounting, Inventory, Logistics, Transportation, Distribution, Legal, Purchasing and Tax to fulfill corporate tax and customs compliance goals, and reports directly to the Director, Tax & Compliance.

Schedule:

- The position holds normal work hours, with extra work hours when required
- Remote opportunity with travel occasionally required to Houston, Calgary, or remote hub locations as needed

Duties & Responsibilities:

- Ownership, implementation, and maintenance of customs compliance programs globally, specifically US and Canada.
- First level escalation on troubleshooting live border issues and courier imports
- Train Certarus shipping departments regarding US and Canada import/export requirements
- Assist in HTS classification to complete commercial invoices for import/export
- Develop international trade strategy to leverage special trade and/or customs program to Certarus' advantage, e.g., establish guidelines for special trade programs such as free trade agreements, U.S. Goods Returned, Duty Drawback, etc.
- Troubleshoot commercial invoice issues
- Participate in companies denied party screening process and export compliance
- Develop, improve, maintain import/export compliance procedures
- Perform Item Set Up function in ERP to ensure proper assignment of tariff classification and country of origin for all items in our line list
- Perform Annual Import Compliance Risk Assessment for US and Canada
- Perform weekly and quarterly internal audits to ensure compliance with US and Canada customs laws
- Provide general analysis on import/export activity; and develop internal reporting and financial/supply chain analyses
- Collaborate with international customs brokers to facilitate customs clearance and maintain SOPs; act as primary point of contact for US and Canada customs brokers and couriers



- Primary point of contact for US Customs and Border Protection (CBP) and Canada Customs Border Services Agency (CBSA)
- Interface with all Certarus offices on Customs matters
- Participate in department scorecard feedback for suppliers
- Research customs rulings on HTS classification, value, and country of origin, and apply findings
- Review trade periodicals to keep current on global issues impacting Certarus and makes recommendations to management based on this information.
- Represent import/export function on project teams, as appropriate
- Assist with and perform functional testing and support as needed for maintenance, and upgrades on information system tools and technology

Preferred Requirements:

- Bachelor's degree in International Trade, International Business, or Finance desired
- US and/or Canada Licensed Customs Broker (LCB) preferred
- Certified Customs Specialist (CCS) a plus
- 3-5 years Program Management experience

Requirements:

- 5-8 years U.S. import/export compliance experience
- 1-3 years Canada Customs (CBSA) experience
- Expertise in Microsoft Office programs, particularly Excel (pivot tables and VLOOKUP required)
- Ability to work independently
- Ability to self-learn
- Excellent written and verbal communication skills
- Excellent organizational skills and ability to prioritize work
- Ability to get along with others
- Ability to participate in Continuous Process Improvement
- Ability to follow Certarus policies and procedures as well as our Operating principles

Certarus embraces diversity and equal opportunity in a serious way and considers qualifications, merit, and business needs in our hiring decisions. Certarus is and will remain an Equal Opportunity Employer.

Certarus offers a competitive compensation package, including benefits and retirement plans. Above all, we offer unlimited career advancement opportunities with a dynamic, rapidly growing organization.