

We're looking to grow our Professional Tools team with a dynamic and proficient Trade Compliance Coordinator. This person will play a vital role within the trade compliance team and work closely with the Trade Compliance Manager as well as Import Trade Compliance Coordinator with activities for the RIDGID and Greenlee brands, including harmonized tariff classification, country of origin determination, free trade agreement qualifications, and export transaction auditing and export classification. They will be expected to work efficiently with other departments to help facilitate legal transactions for import/export as well as provide guidance in government regulations related to trade compliance.

Emerson's global Professional Tools offers the broadest portfolio of reliable tools and technologies for those working in mechanical, electrical, and plumbing trades! With unparalleled expertise from RIDGID, Greenlee and Klauke, we deliver trusted products to handle the industries' toughest challenges.

As a Trade Compliance Coordinator, You Will:

- Research and perform daily harmonized tariff schedule (HTS) for both U.S. and Canada as well as export control classification (ECCN) for new and existing product updates.
- Own annual execution and management of free trade agreements including USMCA, US-Israel (ILFTA), and US-Australia (AUSTFA).
- Product country of origin determination and country of origin labeling text for products.
- Manage Canada transactions working with Emerson Canada, assisting with daily requests, invoices, classification, CARM as well as brokerage management.
- Complete antidumping (ADD) and countervailing (CVD) duty analysis.
- Transact restricted party, deemed exports, & transactional reviews/screening.
- Process export transaction, AES auditing as well as managed Shared Services import auditing with findings resolution.
- Participate in procedure development/maintenance and training of relevant materials.
- Assist with special projects, corporate assessments & improvement plan completion, and software automation integration.
- International Documentation System Trax – data maintenance as well as system testing for Project Harmony working with the Import Coordinator.
- Liaise with freight forwarders and Customs brokers as needed to resolve trade compliance topics
- Duty drawback program maintaining and forwarding records to drawback broker
- Provide Trade Compliance training/consultation on rules and regulations and transaction processes to global personnel.
- Utilize trade compliance knowledge to research and apply trade regulations to the business

Who You Are

You readily action new challenges, without unnecessary planning. You model collaboration across the organization. You articulate messages in a way that is broadly understandable. You build and deliver solutions that meet customer expectations. You proactively develop relationships with a wide variety of people. You persist in accomplishing objectives despite obstacles and setbacks.

Flexible Work Schedule – Remote Work Option and Core Hours

This role has the flexibility of a remote work option up to three days a week and a core hour schedule. You can choose to flex your start and stop times given you are working during the core hours of 9:00am – 3:00pm. Our teams work together to ensure our chosen work schedules enable our creativity and productivity as we serve the needs of our customers. This role will require up to 15% travel.

Required Education, Experience & Skills:

- A bachelor's degree in international business or related field and a minimum of 2 years of experience in trade compliance
- Analytical skills with strong attention to detail
- Excellent communication, prioritization, and organizational skills
- Excellent computer skills, and experience with Microsoft Office Suite applications: Word, Excel, PowerPoint, Access as well as JDE/SAP/QlikView, Portal.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Self-motivated and able to work with minimal supervision

Preferred Education, Experience & Skills:

- 4 years of related experience

Benefits

Emerson places a high value on ensuring that employees have a good work-life balance. We provide access to a competitive benefits package, including the following: medical insurance, dental and vision coverage, 401k participation with a competitive immediate match, fitness center, tuition reimbursement, parental leave, Holiday Bonus, and an online wellness rewards program. Immediate vacation and holiday leave available. Employee resource groups, including Diversity and Inclusion committee, Women In Stem, LGBTQ+ Allies, and our Veterans Group, ensure that the Emerson values are incorporated into everyday employee life.

Why Work in the Greater Cleveland Area

This role is located in our World HQ in Elyria (just a little west of Cleveland), Ohio USA. Our facility is located in [Elyria, OH](#) which is conveniently located within driving distance to [Cleveland](#). The area's generally low costs of living, excellent school systems, and low crime rates create a family-friendly environment. The area is home to several growing communities with restaurants, festivals, shopping, and arts scenes that make them exciting places to live and work.

About our Location

Since the invention of the modern pipe wrench in 1923, the 25-acre RIDGID world headquarters in Elyria, Ohio has been developing tools that help trades professionals tackle jobs faster, safer, and more accurately. Today, more than 600 employees work in 734K sq. ft. of office and manufacturing space. The campus is also home to a factory tool service center and a state-of-the-art "School House" training center that educates and trains hundreds of tradespersons annually. In addition to the iconic wrench, the campus manufactures RIDGID battery hydraulic tools, pipe and electrical tools, and drain cleaning components, as well as Greenlee step bits and knock out tools. Emerson's Professional Tools business provides the industry's broadest portfolio of advanced, reliable tools and technologies for the mechanical, electrical and plumbing trades.