

# Job Title: Analyst, Import/Export

Analog Devices (NASDAQ: ADI) designs and manufactures semiconductor products and solutions. We enable our customers to interpret the world around us by intelligently bridging the physical and digital worlds with unmatched technologies that sense, measure and connect.

**Position:** Import Analyst

## **Job Description:**

ADI is seeking a motivated and detail oriented individual to join our Trade Compliance team as an Import Analyst. The Import Analyst will support daily import transactions to achieve targeted results in a fast paced and challenging environment. This role reports to the ADI Import Compliance Manager and will be based out of ADI's office in Chelmsford, MA.

## **Responsibilities:**

- Responsible for day-to-day maintenance of U.S. Customs clearances, resolving clearance delays and address underlying issues.
- Conduct effective and timely audit of import and export documentation with U.S. Customs and U.S. Census Bureau.
- Assign HTS classifications for ad-hoc requests as well as maintain internal database.
- Conduct/Complete Free Trade Agreement qualifications and issuance.
- Assist in brokerage management, providing parts database/additional resources updates and review/update standard operating procedures.
- Maintain export/import files and records in accordance with U.S. Government export/import regulations and Company policy.
- ACH audit reviews, communication with Accounts Payable and Logistics.
- Assist in data collection and compliance with Drawback and Reconciliation processes.
- Operate in accordance with standard operating procedures and provide recommendations for process improvements.
- Run and interpret ACE reports.
- Assist in managing/maintaining internal Trade Compliance Request System.
- Other Global Trade related tasks as needed.

## **Required Skills:**

- Bachelor's degree with 3-4 years' experience in the import/export compliance
- Excellent organizational skills with the ability to respond effectively and efficiently to time-critical issues with competing / conflicting priorities.
- Detailed and task-oriented self-starter who can develop effective networks with internal and external customers.
- Team player willing to learn and adapt to the company's business needs.

## **Desired Skills:**

- Microsoft Office applications
- SAP / GTS
- Ability to adapt to change
- Familiar with ACE, HTS, export/import valuation

- QlikView, Power BI
- System based analytical attention to detail
- Ability to manage large amounts of data

*For positions requiring access to technical data, Analog Devices, Inc. may have to obtain export licensing approval from the U.S. Department of Commerce - Bureau of Industry and Security and/or the U.S. Department of State - Directorate of Defense Trade Controls. As such, applicants for this position – except US Citizens, US Permanent Residents, and protected individuals as defined by 8 U.S.C. 1324b(a)(3) – may have to go through an export licensing review process.*

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EEO is the Law: [Notice of Applicant Rights Under the Law](#)

**Education Level:** Bachelor's Degree

**Travel Required:** No