

# Job Opportunity

Company	LKQ Corporation
Job Title	Sr. Trade Compliance Analyst
Location	Antioch, TN
Salary Range	\$85k - \$100k
Relocation Assistance	Yes

## **Job Description / Responsibilities / Requirements**

Responsible for ensuring compliance with all applicable US & Canadian trade laws and regulations, as well communicating these requirements to internal and external partners. Audits imports/exports and proactively monitors transactions prior to arrival of cargo and through post-entry reviews. Serves as an import/export liaison for international customers/subsidiaries, distribution, procurement, planning, manufacturing, intercompany finance, regulatory and import/export compliance functions.

### **Responsibilities**

#### **Essential Job Duties:**

Analyzes regulations and procedures and relates them to operations company-wide.

Conducts monthly post-entry audits on US or Canadian imports against financial reports or order data to identify process deficiencies.

Classifies product for import/export to the US and Canadian tariffs.

Implements improvements in critical areas of trade in terms of documentation, valuation, duty recovery and HS classification.

Reviews broker/forwarder documentation for correct values, commodity classifications, tariff codes and authorizations.

Leads engagement with Information Technologies teams and other resources within the business to define, design and develop solutions on trade compliance matters to mitigate risks and improve efficiency.

Maintains applicable trade compliance records in accordance with regulatory requirements.

Updates trade related data in Trade Compliance 3rd party or proprietary software and Enterprise Resource Planning systems.

Participates in training & assessment projects to ensure effectiveness of internal controls.

Assists senior management to develop, maintain and deliver training on Customs and Trade topics as needed to internal and external partners.  
Promptly informs senior management of any suspected violations of trade regulations by company employees or service providers (customs brokers or freight forwarders).  
Manages US/CA broker and forwarder (3rd party) service failures and implements solutions  
Investigates and resolves compliance concerns, questions, or complaints.  
Assume other duties as assigned.

## **Qualifications**

### **Education & Experience:**

Bachelor's Degree

5+ years Import/Export experience with focus on US and Canada trade regulations.  
Strong knowledge and experience with US and Canada Harmonized Tariff Schedules, US Export classifications and Free Trade agreement qualifications and solicitation processing.

Knowledge and experience with import/export North American Trade Compliance procedures.

Licensed Customs Broker

Preferred Qualifications:

Direct position in similar role for an importer/exporter, freight forwarder or broker.

Experience with both US and Canada Customs auditing methodology

Bilingual (English/French or Spanish) preferred

Knowledge/Skills/Abilities:

Extensive experience using Microsoft Outlook, Excel, Access, Word, and the ability to quickly learn and use internal system applications is critical.

Excellent internal and external customer service skills.

Strong attention to detail

Superior organizational skills

Ability to prioritize with changing situations.

Ability to recognize and solve typical problems and select solutions from established options.

Good interpersonal, verbal, and written communication skills to drive tasks to completion.

## **Contact Information to Apply**

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