

# FTZ Administrator

## Summary of Role

Seeking a trade compliance professional to manage the FTZ administration, in a contract-to-hire role, for a U.S.-headquartered multinational technology company. This role will act as the primary point of contact for internal and external stakeholders and government officials to support the company's regulatory and operational FTZ needs. This is an excellent opportunity to manage a complex, high-profile project with a direct impact on the success of key company strategies. If you enjoy working with the latest technology in a rewarding, fast-paced environment, this is the right opportunity for you.

Ideal candidates will bring the following qualities: excellent technical acumen in global trade compliance, especially regarding Foreign-Trade Zones, strong commitment to cross-collaboration, and customer focus to enable business solutions. Strong people management and leadership skills.

## Key Responsibilities

- Prepare and submit required weekly, monthly, quarterly, and annual documentation and forms to U.S. Customs and Border Protection (CBP) and FTZ Board in a timely manner
- Prepare and submit all daily FTZ admissions (e214), follow-up and resolve 214 posting messages
- Retrieve/review shipping documentation pertaining to foreign receipts
- Research and validate foreign vs domestic receipts into the FTZ & validate FTZ data against actual documentation as needed to ensure accuracy of integration and information.
- Analyze and prepare weekly estimated entry (CF3461) & prepare weekly Customs entry (CF7501)
- Identify, reconcile, and resolve any inventory issues in a prompt and timely manner
- Manage required FTZ recordkeeping retention program, ensuring that all FTZ records are maintained and readily available for CBP review in accordance with the applicable recordkeeping regulations
- Manage in-bond transactions (inbound and outbound) from the FTZ (CF7512)
- Support supply chain, customs and logistics team(s) with data analysis as needed
- Research shortages and file discrepancy reports with appropriate parties
- Ensure FTZ procedures are current and accurately reflect the operations and practices
- Continuously evaluate current processes and recommend relevant changes or improvements to increase efficiency and facilitate or support project activities to complete improvements to the trade compliance processes
- Perform routine audits of all FTZ operations, including but not limited to customs filings, physical security, inventory control and recordkeeping system functionality and inventory discrepancies
- Work with Customs during on site compliance reviews and provide information as required
- Serve as an internal resource for information requests regarding import/export compliance
- Other duties as assigned - depending on status of ongoing projects and support needed on the different areas of supply chain, logistics and trade compliance

## Key Relationships

- Internal: U.S. Customs team/FTZ personnel, facility operations, Inventory Control, Inbound/Outbound Logistics, Finance, Security, and Vendor Compliance
- External: FTZ software provider, transportation and brokerage providers, consultant, CBP and FTZ Board

## Knowledge, Skills and Abilities

- Working knowledge of the U.S. Foreign Trade Zones program including compliance and best practices
- Working knowledge of the imports, exports, Customs brokerage, HTS classification, inventory control systems, warehousing, and logistics activities
- Basic understanding of commercial invoices, packing lists, house bill of ladings, master bill of ladings and other related international shipping documents
- Detail oriented with strong organization skills and ability to prioritize, multi-task, and meet deadlines
- Ability to define problems, collect data, establishes facts, and draw valid conclusions
- Ability to read and interpret government regulations
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced environment and meet daily deadlines with a high degree of accuracy
- Self-motivated and capable of working as part of a team or alone with little supervision

- Exceptional attention to detail
- PC Literate – strong Excel, Access, and ERP/WMS skills

**Requisite Education and Experience / Minimum Qualifications**

- Bachelor's degree from a 4-year college or university or demonstrated relevant experience
- 3+ years of performing FTZ administration duties, or commensurate trade compliance/transactional experience
- Other relevant experience in Customs compliance, international transportation or logistics operations is a plus
- Licensed Customs Broker, Certified Customs Specialist or Accredited Zones Specialist (AZS) is a plus
- Must pass CBP background check