



GlobalTradeJobs

Full Job Description

Want to build a stronger, more sustainable future and cultivate your career? Join Cargill's global team of 155,000 employees who use new technologies, dynamic insights and over 154 years of experience to connect farmers with markets, customers with ingredients, and people and animals with the food they need to thrive.

Job Purpose and Impact

The Trade Compliance Operations Specialist will perform moderate to low complexity trade compliance operations activities to execute routine tasks and procedures. In this role, you will collaborate with multiple business units to drive continuous improvement. Key Accountabilities

Execute trade compliance operations activities with limited supervision, using department procedures and controls to preserve value and mitigate risk.

Validate and coordinate import/export transactional requirements that apply to documents and data.

Update and maintain customs master files and records, and support compliance with records and information management policies and controls.

With limited supervision, review or prepare documents (invoices, preferential trade documentation and other cross-border documents) to ensure they meet legal and fiscal requirements.

Collaborate cross-functionally, internally and externally, to implement trade compliance operations solutions.

With limited supervision, execute cross-border clearance, and file import/export declarations with customs and other government agencies using defined procedures.

Process, collect, organize, analyze and report required data to facilitate cross-border execution and analysis.

You will work under minimal supervision and independently handle complex clerical, administrative, technical or customer support issues while referring only the most complex issues to higher-level staff.

Other duties as assigned

Qualifications

High school diploma, secondary education level or equivalent

Minimum of four years of related work experience

Preferred Qualifications

Demonstrated client/customer focus role and strong relationship builder.

Proficient in Microsoft Outlook and Office, expert in Microsoft Excel

International commercial terms knowledge.

Experience managing SAP and global trade services Position Information

Location: Miami, FL.

Equal Opportunity Employer, including Disability/Vet.