

**Job Title (No Character Limit)**

Sr Analyst Trade Compliance – First Sale for Export

**Summary Description (Summarize the role in 2-3 sentences by capturing major areas of responsibility)**

The Sr Analyst Trade Compliance– First Sale for Export (FSFE) position will lead the Dicks Sporting Goods First Sale for Export program. This position will partner closely with Business Development, Merchandising, Vendors/Factories, Legal, and third-party consultants to analyze, maintain, and grow the First Sale for Export program. The FSFE position will be responsible for ensuring that current and future first sale factories are compliant with U.S. laws and regulations governing first sale for export.

**Job Duties & Responsibilities**

- Enhance program effectiveness and efficiencies: Develop and implement changes to program requirements, systems, and processes to be more efficient and effective; identify program gaps and solutions
- Monitor first sale entries to assure dutiable value is accurate and notify U.S. Customs brokers of any discrepancies to avoid a post entry adjustment
- Audit supporting transactional documents on a quarterly basis to confirm first sale rules and requirements set by U.S. Customs are met
- Evaluate various vendors operating margins based cost-plus profit test
- Develop risk-based first sale maintenance schedule
- Maintain & develop SOPs for compliance purposes: FSFE desktop procedure, vendor manual, etc
- Develop external user guide for first sale vendors
- Develop reasonable care package, title and risk of loss chart, extensive operating profit margin database
- Manage one direct report who will assist and act as a backup for first sale operations
- Manage the First Sale for Export program
- Identify new first sale candidates and partner with third-party consultants to determine candidate viability
- Identify and mitigate risk: Establish metrics and processes for risk identification/monitoring associated with fines and penalties, and work with various stakeholders to mitigate risks as appropriate
- Inform management of possible risks associated to first sale

<b>Education Requirement</b> <i>(Select level necessary for role success)</i>			
<b>Level of Education</b>	Bachelor's Degree	<b>List Degree Type</b>	Business administration or equivalent

<b>Experience Requirement</b> <i>(Select level necessary for role success)</i>			
<b>Level of Experience</b>	5 - 7 Years	<b>List Specific Areas of Experience</b> <i>(if applicable)</i>	<ul style="list-style-type: none"> <li>• First Sale for Export, Trade Compliance, International Trade laws</li> </ul>

<b>Professional License and/or Specialized Training</b> <i>(List requirements if applicable)</i>	
Customs Brokerage License (preferred but not required)	Certified Customs Specialist
Classification Specialist	

<b>Technological Requirements</b> <i>(Select the required program's necessary for role success)</i>			
<input checked="" type="checkbox"/> Microsoft Outlook	<input checked="" type="checkbox"/> Microsoft Word	<input checked="" type="checkbox"/> Microsoft Excel	<input checked="" type="checkbox"/> Microsoft PowerPoint
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microsoft Visio	<input type="checkbox"/> Macintosh	
<b>Additional Technological Requirements</b> <i>(Provide any requirements not listed above)</i>			
GT Nexus/Trade Card			
Integration Point			

<b>Knowledge, Skills, &amp; Abilities</b> <i>(Select knowledge, skills, &amp; ability required)</i>	
<input checked="" type="checkbox"/> Excellent written & Verbal Communication Skills	<input checked="" type="checkbox"/> Execution skills
<input checked="" type="checkbox"/> Business acumen	<input checked="" type="checkbox"/> Project management knowledge
<input type="checkbox"/> Customer-service oriented	<input checked="" type="checkbox"/> Ability to drive projects & manage project teams
<input checked="" type="checkbox"/> Strong interpersonal & client consultation skills	<input checked="" type="checkbox"/> Ability to work effectively in a team environment
<input checked="" type="checkbox"/> Self-motivated & results oriented	<input checked="" type="checkbox"/> In-depth analytical skills
<input checked="" type="checkbox"/> Strong presentation skills	<input checked="" type="checkbox"/> Strong detail orientation
<input checked="" type="checkbox"/> Supervisory & leadership capabilities	<input checked="" type="checkbox"/> Superior organizational abilities
<input checked="" type="checkbox"/> Problem solving & troubleshooting capabilities	<input checked="" type="checkbox"/> Process & procedure oriented
<b>Additional Knowledge, Skills, &amp; Abilities</b> <i>(Provide any knowledge, skills, &amp; abilities not listed above)</i>	
Well versed with the Harmonized Tariff Schedule of the US and title 19 of the Code of Federal Regulations.	Valuation methods, including, but not limited to the all cost-plus profit test
Ability to communicate information in clear and succinct manner to all levels within the organization.	

<b>Supervisory Responsibilities</b> <i>(list job title &amp; select number of incumbents supervised)</i>			
Job Title:	Analyst II – Import Customs Compliance	# of Incumbents:	1
Job Title:		# of Incumbents:	
Job Title:		# of Incumbents:	
Job Title:		# of Incumbents:	
Job Title:		# of Incumbents:	