



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Costco Wholesale
Job Title	Export Compliance Specialist I
Location	Issaquah, WA
Salary Range	\$18.50-\$29.30/hr + \$1.50 Premium
Relocation Assistance	Yes

Job Description / Responsibilities / Requirements

Costco Wholesale offers a comprehensive package of benefits including paid time off, health benefits - medical/dental/vision/hearing aid/pharmacy/behavioral health/employee assistance, health care reimbursement account, dependent care assistance plan, short-term disability and long-term disability insurance, AD&D insurance, life insurance, 401(k), stock purchase plan to eligible employees.

Description of Position

The Export Compliance Specialist supports multiple export compliance programs including denied party screening, export sales approvals, drawback, product classification, USMCA solicitation, auditing, and working with 3rd party service providers. This position supports compliance projects and initiatives, will work with multiple departments and divisions including warehouses, merchandising, international, and accounting to support Costco's compliance programs. Trade and Customs Compliance is responsible for import and export trade compliance and is part of the larger Global Sustainability and Compliance department.

Job Duties/Essential Functions

- Supports export screening, authorization, and recordkeeping; receive requests from U.S. warehouses, export sales, and ecommerce for export approval, screen export transactions, and review for approval and/or denials.
- Assists in conducting Denied Party Screening on various entities through a third party system.
- Assists in administering Costco's Drawback program with outside service provider.
- Oversees freight forwarder activities to ensure compliance with Costco expectations and export regulations.
- Assists with all aspects of the USMCA solicitation process with merchandising and suppliers.
- Maintains recordkeeping system for all USMCA documentation to ensure that recordkeeping requirements are satisfied for all required records.
- Conducts monthly compliance auditing and works with 3rd party service providers for any corrections.
- Receives and allocates invoice charges received from 3rd party service providers.
- Assists in developing, evaluating, maintaining internal export compliance policies, procedures, and resources.

- Assists in providing export compliance outreach via the intranet, training, operations manuals, and audits.
- Proposes and assists in implementing process enhancements in all areas of responsibilities.
- Assists in general department administration including maintaining data, documents, record keeping, files, and logs.
- Participates in developing tools, resources, and training for buying departments.
- Assist in other areas of the department/company as necessary.

Skills, Abilities, and Certifications

Required:

- Proficiency with Microsoft Word, Excel, Google Docs, Visio
- Detail oriented with excellent analytical and strong organizational skills.
- Demonstrates problem-solving ability, excellent communication skills, and initiative.
- Self-motivated, inquisitive, and able to work in a team environment without close supervision.

Recommended:

- Bachelor's Degree strongly preferred.
- Import/Export compliance or international supply chain experience helpful.
- Ability to work simultaneously on multiple projects and time-sensitive tasks.
- Ability to be efficient and meet deadlines while maintaining thoroughness and accuracy.
- Ability to work collaboratively with employees at all levels.
- Ability to learn and understand regulatory requirements and apply to daily work.

Contact Information to Apply

Please send a current resume and cover letter to Nikko Ordonez, Trade & Customs Compliance Supervisor, neordonez@costco.com Closing Date for Posting: May 15, 2023