

Global CTPAT Compliance Analyst in Edgewater Park, New Jersey

LOCATION 4287 Route 130 S Edgewater Park NJ US 08010

Overview

Are you **innovative** and do you excel in **identifying opportunities** to move business forward? Do you have a **high level of integrity** and thrive in **fast paced**, people oriented environments? If yes, come join one of the largest off-price retailers in the nation- join the Burlington Stores team as a **Global CTPAT Compliance Analyst!**

The Global CTPAT Compliance Analyst will ensure Burlington remains compliant with all U.S. Customs and Border Protection (CBP) requirements of the Customs-Trade Partnership Against Terrorism (CTPAT) and Burlington's Social Compliance program, which ensures that our business partners share our commitment to upholding the highest level of security and ethical standards wherever Burlington products are manufactured globally. The Global CTPAT Compliance Analyst responsible for tracking all international shipments and confirming there are valid audit reports on file for all factories, stuffing locations and 3rd party service providers related to the shipment. The Global CTPAT Compliance Analysts will act as the first point of contact for communication with vendors, merchants and all business partners as needed if audit reports are not submitted timely to obtain all required information prior to shipment. The position will require the individual to analyze and interpret reports to ensure all required performance criteria and CTPAT minimum security criteria are followed in accordance with U.S. CBP requirements and the company's established Country Risk Assessment Matrix.

The Position will be responsible for researching, analyzing, and providing the compliance management team with an annual comprehensive assessment on each country Burlington imports goods from, to determine each country's social and security risk level. The assessment will include money laundering, human trafficking, anti-slavery, terrorism and organized crime using several different sources. They will also be responsible to maintain and report Burlington's manufacturer banned list to upper management and legal.

This individual will serve as one of the company's CTPAT subject matter experts. This individual will assist management in creating presentations for company quarterly training as well as monthly training for the Global Compliance Team.

- Verify and track all factory audits in the CTPAT Party Master within the freight forwarder's website. Communicate with vendors for missing reports and place shipments on/off hold until such reports are received and reviewed.
- Analyze all audit reports, determine scoring, and assign expiration dating within system.
- Create Corrective Action Plan Reports (CAPRs) as appropriate and work with the factories and stuffing locations to ensure all required MSCs are met
- Create training materials and reporting for internal and external partners
- CTPAT submissions, updates, and communications. Trainings, webinars, and vendor/merchant engagement.
- CTPAT and Social Compliance experience required .
- Retail or off-price retail import experience a plus.
- Strong communication skills.
- Proficient in Microsoft Office (Excel, Outlook, Word, Teams).
- Self-motivated, detail oriented, team player with a can-do attitude, who has the desire to learn and succeed.

Our ideal candidate will have a Bachelor degree, preferably in International Business or equivalent experience of 3+ year.

Come join our team. You're going to like it here!

You will enjoy a competitive wage, flexible hours, and an associate discount. Burlington's benefits package includes medical, dental and vision coverage including life and disability insurance. Full time associates are also eligible for paid time off, paid holidays and a 401(k) plan.

We are a rapidly growing brand, and provide a variety of training and development opportunities so our associates can grow with us. Our teams work hard and have fun together! Burlington associates make a difference in the lives of customers, colleagues, and the communities where we live and work every day. Burlington Stores, Inc. is an equal opportunity employer committed to workplace diversity.