

POSITION TITLE: Sr. Trade Compliance Specialist

DEPARTMENT: Customs

REPORTS TO: Trade Compliance Manager

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Location: Oakville, ON

About Samuel, Son & Co. Ltd.

At Samuel, we believe every team member brings unique and valuable skills, experiences and knowledge to our thriving business – enabling us to build on over 167 years of success in the metals industry. We offer countless opportunities for our team members to develop and grow in their careers, empower them to make decisions on the job and be a part of driving positive change – within our organization and in the communities where we live and work. If you’re seeking an inclusive, supportive and welcoming workplace to make your mark and grow your career, we have the programs, culture and opportunities to make it happen. We’re stronger together.

Here are some of the great benefits that we offer:

- Competitive wage
- Company paid health and dental benefits
- Paid vacation and an annual bonus
- Defined Contribution Pension Plan with company match
- Opportunity for career stability and growth
- Tuition reimbursement program
- Flexibility with start and end times (depending on circumstances and position)
- Protective personal equipment is provided or cost of purchase is reimbursed
- Affinity group for women (dependent on location)
- On the job training

Responsibilities:

- Support the customs compliance program for Canadian business units to ensure compliance with Canadian and international customs regulations, internal/external controls, operating policies, and procedures
- Deliver cost saving and duty avoidance through continuous improvement
- Interface with customs brokers, forwarders, carriers, etc. to resolve day-to-day operational issues impacting imports and exports
- Resolve issues pertaining to documentation discrepancies, valuation, Importer of Record, etc. to ensure successful and timely customs clearance

- Conduct compliance review, customs entry audit, and export audits. Perform after action review for root cause determination, update and maintain scorecard to measure custom brokers' performance
- Participate in Quarterly Business Review (QBR) with custom brokers to evaluate performance, review compliance to broker SOP, review trends and identify continuous improvement opportunities
- Analyze import data to identify trends, minimize risk and identify cost saving/ duty avoidance opportunities
- Implement internal and external SOP to document policies and procedures, deliver training to internal stakeholders and providers
- Maintain and update monthly Key Performance (KPI) reports for import/export volumes, duty spend, cost savings, etc.
- Participate in annual comprehensive Canada Border Service Agency (CBSA) modelled audit
- Support development and implementation of corrective actions resulting from audits, after action reviews, risk assessments or investigations
- Leverage advance technical knowledge to drive process improvement and automation
- Ensure compliance with use of Free Trade Agreement, Canadian Good Returned, Temporary Import Bonds (TIB), and other cost savings/duty avoidance programs
- Execute procedures, best practices, and internal controls to ensure compliance to minimize risk
- Interact with Engineering, Procurement, and other key stakeholders to secure information necessary to ensure accurate entry filing and avoid clearance delays
- Manage record keeping program to ensure compliance with governmental record retention policies and procedures
- Ensure timely and accurate filing of exports in Canadian Export Reporting System (CERS)
- Support implementation of Annual Importer Risk Assessment to determine level of compliance, create scorecard, and develop improvement plans
- Participate in due diligence, post-acquisition assessments and other efforts to build trade compliance programs for new acquisitions
- Maintain program for the application and management of import/export permits and licenses
- Develop and present periodic updates to business units' key stakeholders on import trends, spends, savings, risk, and opportunities
- Communicate with CBSA to resolve important issues and respond to request for information
- Manage the application of AD/CVD, SIMA, Quotas, etc.
- Support CBSA and CBP audits and request for information
- Maintain trade data in ERP system
- Provide operational support to the business units on matters pertaining to imports and exports
- Monitor changes in the trade and supply chain communities, identify risk and/or opportunities, communicate impact of changes in the environment to the business
- Create and deploy training on topics such as: Import/Export Requirements, Recordkeeping, Valuation, etc.
- Generate documents for non-system supported transactions
- Manage Temporary Import Bonds (TIB) program to ensure compliance, reporting accuracy and timely closure

Education & Certifications:

- Degree or Diploma in Law, International Business, International Trade, Supply Chain Management, or related area
- Professional designations - Certified Customs Specialist (CCS) and/or Certified Trade Compliance Specialist (CTCS) designation
- Six Sigma (beneficial)

Qualifications:

- Minimum 5 – 8 years in international trade compliance with a strong background in Canadian Import/Export requirements
- Established hands-on experience in dealing with Canadian Customs and other government agencies
- Must be able to actively lead/participate in the development and maintenance of policies and procedures to detect and mitigate risk
- Ability to communicate at all levels within government departments
- Strong understanding of D-Memorandum, customs regulations, Harmonized Tariff System, import/export licensing and Duty Preferential/Deferral Programs
- Excellent technical knowledge of trade agreements and international customs legislations and importer security programs
- Proven hands-on experience in implementation of trade compliance program to mitigate risk, improve efficiency, and streamline processes
- Experience with trade compliance automation tools such as Amber Road, SAP GTS, or Oracle GTM
- Advance knowledge of Quotas, AD/CVD, SIMA, Partner Government Agencies (PGA) etc.
- Established ability to identify and research issues, communicate finding, recommend solutions and implement approved recommendations
- Previous experience with Temporary Import Bonds (TIB) program
- Strong understanding of Customs Valuation
- Prior experience with self-filing of duty drawback, refunds, voluntary disclosures, and entry corrections
- Developed ability to interact effectively with, and gain the co-operation of others at all levels of an organization
- Prior hands-on experience with the development, creation and implementation of policies and procedures.
- Experience with Customs Self-Assessment (CSA) program
- Ability to effectively communicate with trade compliance and non-trade compliance groups
- Must be able to use critical thinking to solve complex problems
- Agile, Project Management and/or Project Lead training (beneficial)
- Prior experience with Non-Resident Importing (NRI) into the U.S.
- Strong ability to read Detailed Adjustment Statements (DAS), Power of Attorneys (POA), Manufacturer's Affidavits, B2 Adjustment Forms, Statements of Account (SOA), etc

Software Knowledge:

- Knowledge of Enterprise Resource Planning Systems (i.e., Microsoft D365, SAP, and Oracle) would be beneficial
- Proven ability to work with Information Technology group and/or technology software to implement controls, automate processes and bridge the gap between customs requirements and local ERP systems
- Proficiency with Microsoft Word, Excel, Teams, Outlook, Power-point, Power-point, Power-BI
- Knowledge of CARM & CERS portal; ACE portal (beneficial)

Leadership Competencies:

- Excellent oral and written communication skills
- Astute sense of urgency
- Driven to solve problems with limited information
- Easily gains the cooperation of individuals internally and externally
- Works well under pressure
- Effectively manages multiple deadlines/priorities in fast-paced environment

At Samuel we believe in a culture of equality. Respect and integrity are at our core. We are committed to building and embracing a diverse workforce and creating an environment that is open and inclusive for everyone.