



GlobalTradeJobs

Full Job Description

Trade Compliance Coordinator

4730 N SERVICE DRIVE, Winona, MN 55987

HEADP

Full-time Shift(s): MON TUE WED THU FRI 7:00am - 5:00pm

OVERVIEW:

Working as Full-time Trade Compliance Coordinator, you will take part in executing Fastenal's trade compliance program and facilitate the proper importation and exportation of goods. You will work directly with our Logistics, Product Development, Inventory and Accounts Payable teams to support multiple compliance programs and initiatives. This includes the correct classification of goods and ensuring they remain in compliance with all company and government regulatory requirements. This position may offer a flexible schedule after a period of onboarding, training, and meeting performance goals.

RESPONSIBILITIES:

The duties and responsibilities of this position include, but are not limited to:

- o Working with U.S. Customs to facilitate Fastenal's Import and Export program**
- o Assisting various departments with Harmonized Tariff Code information for Fastenal products**
- o Ensuring proper regulatory compliance for all international transactions**
- o Communicating with various departments on upcoming regulatory changes**
- o Completing various other tasks, as needed that might include free trade agreements, duty drawback Initiatives, internal audit functions and transaction reviews**

REQUIRED POSITION QUALIFICATIONS:

The following skills and qualifications are required for this position:

- o Possess or are working towards a degree in Business, Operations, Finance or related field of study OR have import, export, or logistics work experience**
- o Excellent written and oral communication skills**
- o Proficient using Microsoft Office Suite and possess basic math skills**
- o Highly motivated, self directed and customer service oriented**
- o Demonstrate strong organization, planning and prioritizing abilities**
- o Exhibit strong problem solving, deductive reasoning and decision making skills**

- o Work independently as well as in a team environment**
- o Learn and perform multiple tasks in a fast paced environment**
- o Demonstrate our core values of ambition, innovation, integrity and teamwork**
- o Pass the required drug screen (applicable in the US, Puerto Rico and Guam ONLY)**

ABOUT US:

Since 1967 Fastenal has grown as a distributor of industrial and construction supplies from a single branch to a Fortune 500 company with over 3,000 servicing locations, each providing tailored local inventory and personal service for our customers. As we've expanded across the world, we've retained a core belief in people and their ability to accomplish remarkable things - if given the opportunity. From this philosophy stems an entrepreneurial culture that challenges every employee to run their own business, create their own success, and advance to become company leaders.

As a growth company with a solid financial position, we are committed to training, promoting from within, and creating opportunities for our employees. If you have an entrepreneurial spirit and are looking to make your mark as part of an elite growth company, you won't find a better fit than Fastenal.

FULL-TIME BENEFITS:

Fastenal offers a competitive benefits package to all full-time employees. This package includes Health, Life, Long Term Disability, and Dental Insurance, in addition to, paid vacation, sick leave, holidays, and 401(k) with an employer contribution.

