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Position Title: Trade Compliance Import Specialist

Position Type: Regular – Full-Time

Position Location: Oakbrook Terrace

Grade: Grade 04

Requisition ID: 24802

JOB PURPOSE:

Reporting to the Manager, Customs & Compliance, the Import Specialist, US is a new role within the Customs & Compliance Department. The primary focus of this position is to improve, develop and support US import process, while practicing excellence in trade and customs compliance.

The role will partner regularly with internal departments such as procurement, customer solutions, R&D, engineering, as well as external vendors, logistics providers and customs brokers, to support successful cross border activities, while practicing customs compliance.

JOB RESPONSIBILITIES:

- Audits
 - o Self auditing US imports on a regular cadence, for value, classification, origin, Free Trade Agreements.
 - o Support Manager, as required, with US Customs Audits.
- New Product Development/Research & Development
 - o Support project teams with customs expertise on new import projects (new source or new commodity)
 - Tariff Classification
 - Duty impacts
 - Import Requirements
 - Free Trade Agreement Rules of Origin
 - o Support Procurement OnBoarding new Vendors
- Program Management
 - o Free Trade Agreements
 - Create and manage Free Trade Agreements for both imports to the US and exports from the US.
 - o Support current CTPAT Program, including updating the program as changes occur and auditing facilities.
 - o Manage current Port Permit Lists
- KPI's/Sustainable Cost Advantage/Continuous Improvement
 - o Review broker data to drive continuous improvement on gaps or issues
 - o Action refund requests where possible on duty paid
 - o Process improvements with vendors and carriers
- Daily import activities
 - o Assist or create Import documentation for non standard international shipments (air samples, equipment, ingredients, etc).
 - o Support US Customs Brokers on day to day inquires regarding live shipments, by liaising with vendors, shippers and logistic providers.
 - o Develop expertise in import requirements for core commodities.
 - o Signing US Export Documents as required

- Cross train with Import Specialist, CA and Export Specialists, US/CA to provide support to the greater team as work load requires.

CORE COMPETENCIES / MEASURES OF SUCCESS:

- Relationship Building: ability to build rapport, understanding and trust with all key stakeholders through ongoing dialogue and delivering results.
- Communication: proven ability to communicate with stakeholders across functions and regions,
- Collaboration: works cooperatively with others across the organization to achieve shared objectives.
- Change Agent: never satisfied with the status quo and constantly working proactively to improve it.
- Detail Orientation: focuses on ensuring that all data and activities are managed at an appropriate level of detail to ensure transparency at a level that is understood by all.
- Process Orientation: understands the connection between groups and activities, and has ability to organize activities to achieve expected outcomes. Values and drives consistent application of the process to ensure effectiveness and efficiency. Insight into opportunities to simplify and integrate process steps to maximum effect.
- Project Management: demonstrates skills to structure initiatives in clear and achievable milestones.
- Drives results: persistently delivers despite hurdles, pushes self and others to achieve results
- Resiliency: Can handle and easily bounce back from setbacks, stays focused and composed in stressful situations, maintains a positive attitude during troubling circumstances
- Courage: Can tackle tough assignments independently, with optimism; willing to make recommendations
- Customer focused: understands and measures impact of decisions on the customer. Always builds and delivers solutions that meet both the organization and the customer expectations.

KEY QUALIFICATION & EXPERIENCES:

- 2–5 yrs experience working with an Importer or Customs Broker
- Hold a US Certified Customs Specialist designation. Must be willing to work towards obtaining US Customs Broker Licence
- Basic understanding of import processes via all modes (air, rail, highway, ocean)
- Experience with tariff classification, valuation and origin requirements.
- Export experience not a requirement, but would be an asset.

- Demonstrated technical proficiency with Microsoft Excel, PowerPoint, Power BI; SAP knowledge strongly preferred
- Strong communication, presentation, and facilitation skills
- Experience working with detailed information and numerical data and presenting it in a way that is easily understood by people at different levels in the organization.
- Effective problem solver, able to determine root-cause of true issues
- Skilled at finding and understanding data and data patterns.
- Independent and tactical with a proven ability to develop professional relationships and work in a team-oriented environment
- Works well under pressure, change and ambiguity
- Proven ability to operate effectively in both remote and office-based environments

OTHER INFORMATION

- Travel: minimal, as required
- Job is primarily performed in a standard office environment

The above information indicates the general nature and level of work performed by employees within this classification. It is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

McCain Foods is an equal opportunity employer. We see value in ensuring we have a diverse, antiracist, inclusive, merit-based, and equitable workplace. As a global family-owned company we are proud to reflect the diverse communities around the world in which we live and work. We recognize that diversity drives our creativity, resilience, and success and makes our business stronger.

McCain is an accessible employer. If you require an accommodation throughout the recruitment process (including alternate formats of materials or accessible meeting rooms), please let us know and we will work with you to meet your needs.

The health and safety of McCain employees and their families has been our number one priority since the start of COVID-19 pandemic. With vaccination restrictions easing across the globe we do not currently require employees to be vaccinated, but we reserve the right to change this mandate in line with health guidance and regulations in each country.

Your privacy is important to us. By submitting personal data or information to us, you agree this will be handled in accordance with the Global Privacy Policy

Job Family: Supply Chain & Logistics

Division: Global Supply Chain

Department: Global Customs and Compliance

Location(s): US – United States of America : Illinois : Oakbrook Terrace

Company: McCain Foods USA, Inc.

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