
Trade Compliance Specialist

Job Category: PD and Supply Chain

Requisition Number: TRADE001130

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Posted: November 30, 2023

Full-Time

REMOTE

Job Details

Description

JOB SUMMARY:

The Trade Compliance Specialist will support the compliance team by conducting the daily analysis, maintenance, and administration of various trade operations. This position classifies all promotional products for PCNA including apparel, drinkware, bags, health and beauty items, and other accessories based on the need. This role supports other functions with classification related questions.

FUNDAMENTAL DUTIES:

- Review product descriptions and technical data to determine import classification in accordance with the U.S. and Canadian Harmonized Tariff Schedule (HTS) and applicable laws and regulations.
- Determine product eligibility for Free Trade Agreements and Preferential Treatment Programs
- Apply regulatory, judicial, international and/or Customs' decisions/views to products being classified.
- Maintain appropriate recordkeeping to support classification determinations.
- Interact with Customs and Border Protection or Canada Border Services Agency if necessary and manage the completion of any Customs audits or inquires.

- Review PGA data elements for import processing (FDA, Lacey, EPA, APHIS, etc.)
- Responsible for HTS code system updates
- Responsible for working with consulting partners on classification review or post-entry correction filings.
- Responsible for SOPs related to classification and Import manual updates
- Additional duties as assigned.

SKILLS AND KNOWLEDGE:

- A self-starter who takes initiative to solve problems and follow up with internal teams and vendors
- Friendly, tactful, and professional in your communications on the phone, in person and in e-mail
- Ability to prioritize multiple tasks with strong attention to detail in a fast-paced environment
- Able to critically analyze commercial shipping and customs documentation.
- Inquisitive and willing to continually learn and stay current on relevant laws and regulations

MINIMUM QUALIFICATIONS REQUIRED:

- 5+ years of experience in customs operations or a similar area, or related professional import experience in a real-world environment
- Experience with HTSUS merchandise classification, and import transactions
- Have a working knowledge of logistics activities including import activities
- Excellent communication and interpersonal skills.
- The individual should be self-motivated and be capable of working as part of a team or alone with little supervision.
- Possess knowledge of logistics terminology

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