



Senior Specialist, Global Supply

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JOB ID - 7561

Description

As an employee of Boehringer Ingelheim, you will actively contribute to the discovery, development, and delivery of our products to our patients and customers. Our global presence provides opportunity for all employees to collaborate internationally, offering visibility and opportunity to directly contribute to the companies' success. We realize that our strength and competitive advantage lie with our people. We support our employees in several ways to foster a healthy working environment, meaningful work, diversity and inclusion, mobility, networking, and work-life balance. Our competitive compensation and benefit programs reflect Boehringer Ingelheim's high regard for our employees.

SENIOR SPECIALIST: The Senior Specialist Global Supply collaborates with various functions internal and external to the organization to develop and execute global supply and trade compliance strategies. The incumbent will plan for on-time delivery, provide best cost vs. lead time options and mitigate risks to product quality while in-transit. This role is responsible for making sure international trade activities are following 15CFR, and 19CFR, DOT Hazmat 49 CFR / IATA / IMDG, and Partnering Government Agencies, such as USDA, FDA, Fish & Wildlife) and internal SOPs. Additionally, the Senior Specialist will provide operation assistance for exports and imports.

PRINCIPAL SPECIALIST: The Principal Specialist Global Supply is responsible for international trade activities in accordance with 15CFR, and 19CFR, DOT Hazmat 49 CFR / IATA / IMDG, and Partnering Government Agencies, such as USDA, FDA, Fish & Wildlife). Additionally, the Principal Specialist Global Supply monitors, tracks, and reviews Customs

entries and is responsible to provide support for BIAH C-TPAT (Customs-Trade Partnership against Terrorism) and ISA program. This role assists the Global Supply Manager on projects, tactical activities, strategic activities, training, and other related import/export activities, as needed. The Principal Specialist Global Supply also trains other Global Supply staff on international trade and systems topics.

Duties & Responsibilities - SENIOR SPECIALIST

- Responsible for planning and arranging complex international shipments which includes generating, organizing, and maintaining complete documents and associated records for shipments while adhering to company record retention policy.
- Prioritizes and adjusts plans and initiatives according to organizational, regulatory, and market drivers (transportation, price, new product launches, etc.)
- Develops efficient methods for operations facilitating a seamless movement of goods.
- Prepares and files all necessary documents for export shipments, including the foreign country/customer required documents for import clearance adhering to customer protocols.
- Schedules and confirms vital dates such as departure, arrival, customs clearance, and PODs, aligning with customer requirements.
- Performs data entry of critical details for shipments and confirm shipment progress of key milestones (pick-up, departure, flight/sailing details) to ensure that orders are not delayed at destination.
- Schedules and confirms shipment availability with services providers for Commercial, Biological Sample, and CMO exports to complete the pick-up and transfer of shipments.
- Coaches service providers to be agile and find alternatives as needed for market conditions or meet specific delivery requirements.
- Develops and maintains relationships with providers (e.g., freight forwarders, custom brokers, trucking companies, etc.) as well as other related business partners to ensure the efficient delivery of products to meet required delivery schedules.
- Monitors shipments in-transit to delivery point working with service providers to mitigate delays and risks to the product quality (temperature excursions).
- Provides support by leveraging external relationships for investigation into quality-related logistics incidents and complete actions as documented in corporate SOPs for logistics incidents.
- Responsible to communicate any special packaging requirements and distribution markings to Distribution personnel to apply to passive shipping systems/pallets to ensure product is not damaged, delayed, or lost.
- Develops, improves, updates and automates department operations processes and documentation related to BIAH Global Supply operation's processes, systems and/or procedures.

- Requests quotes and answer inquiries from customers and freight forwarders regarding shipping costs and lead times.
- Regularly evaluates freight costs to identify potential areas for supply chain cost savings.
- Streamlines shipping and transportation operations, identifying and implementing process improvements.
- Supports the selection and implementation of freight forwarders/carriers approved by Global negotiating contracts and rates.
- Performs all company business in accordance with all applicable regulations (e.g., EEO, BIS, CBP, FDA, USDA, etc.) and company policies and procedures.
- Reports noted, suspected or observed violations to management with remedial and mitigative corrective action recommendations.

Duties & Responsibilities - PRINCIPAL

- Responsible for coordinating and maintaining all internal SOP's and Controlled Forms necessary to comply with 19CFR (Imports) and 15CFR (exports) regulations.
- Manages and maintains files of all import and export documentation in an audit ready state, preferably electronically.
- Responsible for adherence of existing and implementation of additional electronic record-keeping initiatives.
- Manages and improves data relating to imports and exports in various databases.
- Manages a diverse workload of export and import-related operations, projects and tasks and adapts to shifting priorities on a day-to-day basis.
- Establishes the main operational working relationships with selected freight forwarders and US Customs brokers in support of import and export requirements co-managing the relationship with the freight forwarders and Customs Brokers and performing quarterly business reviews with the Customs Broker.
- Manages a database for finished products, raw materials/APIs, equipment, and other miscellaneous items being imported and exported into the US.
- Responsible for investigating and assigning HTSC (Harmonized Tariff Schedule Classifications), information for various PGA data sets (USDA/FDA/EPA/FCC), ECCN (Export Control Classification Number), and determining country of origin and maintaining information in a database. Additionally, verifies valuation of items using SAP, Customs Rulings/Valuation Encyclopedia, and by interfacing with Strategic Purchasing, R & D, and shipper/recipient.
- Responsible for analyzing data in support of monthly KPI's and maintaining records in an audit ready now status.
- Coordinates, schedules, and assists with Audits of Import entries and Export shipments based upon established SOP's.
- Manages the annual supplier questionnaires as part of the C-TPAT (Customs Trade Partnership Against Terrorism) process based on ACE data.

- Tracks post entry adjustments and reconciliation import activity to support ISA initiative.
- Drives the creation and updates to department job aides and service provider instructions related to critical BIAH Global Supply operation's processes, systems and/or procedures.
- Performs all company business in accordance with all applicable regulations (e.g., EEO, BIS, CBP, FDA, USDA, etc.) and company policies and procedures.
- Reports noted, suspected or observed violations to management with remedial and mitigative corrective action recommendations.

Requirements - SENIOR SPECIALIST

- Associates degree in business or related field.
- Minimum of three (3) years' experience in Export Operations within the Freight Forwarding industry and/or Supply Chain Logistics Operations; Cold chain logistics experience a plus; Supply chain management/logistics /export certifications (e.g., License Customs Broker (LCB), APICS CLTD/CIPM/CSCP, IIEI CITLS / CUSECO NCBFAA CES/CCS) preferred.
- Knowledge and experience in the supply chain environment, freight forwarding and/or international logistics, export and import trade regulations.
- High degree of cross-functional collaboration.
- Excellent verbal and written communication skills.
- Ability to manage multiple tasks.
- Must possess excellent organizational skills and attention to detail to ensure accuracy.
- Knowledge of office equipment such as scanners, copiers, and computers, including software such as Microsoft Office.
- Ability to work with international clientele recognizing diversity and ability to be flexible to work with their cultures if solutions need to be reached.
- Prefer work experience in Pharmaceutical/Biological manufacturing environment.
- Demonstrated high ethical and professional standards with all business contacts to maintain BIAH's excellent reputation in the community.

Additional skills / capabilities:

- Business and Technical Competence
- Adaptability
- Communication
- Continuous Improvement
- Customer Focus
- Initiative
- Planning and Organizing

- Quality Orientation
- Teamwork

Physical Demands:

- Ability to travel /domestic and international. Knowledge of office and Warehouse facility requirements are necessary.
- Ability to handle dry ice and packaging materials up to approximately 50 pounds.
- Vision clarity with or without correction to read handwritten data, computer-generated documents, and ability to work in front of computer screen for long periods of time.
- Ability to react quickly, multi-task, and make changes within a minutes notice are required.
- Ability to work in a fast paced, often stressful environment is key to maintaining a customer focus and fulfilling requirements.
- Planning and analyzing multiple options/scenarios as necessary.
- Accuracy and quality of work is key.
- In addition, due to time differences of customers, early morning/late afternoon schedules should be open to allow communications with foreign customers.
- Ability to work mandatory overtime if necessary to meet deadlines.

Eligibility Requirements:

- Must be legally authorized to work in the United States without restriction.
- Must be willing to take a drug test and post-offer physical (if required).
- Must be 18 years of age or older.

Requirements - PRINCIPAL

- Bachelor's degree preferred, Associates degree in business or another related field.
- Minimum of five (5) years' experience in US Trade Compliance and/or US Import / Export supply operations; Cold chain logistics experience a plus; Supply chain management / logistics / import / export certifications (e.g., Licensed Customs Broker (LCB), APICS CLTD/CIPM/CSCP, IIEI CITLS / CUSECO NCBFAA CES/CCS) preferred.
- Knowledge and experience in the supply chain environment, freight forwarding and/or international logistics, export and import trade regulations (CBP, EAR, Census).
- Ability to manage multiple tasks.
- Must possess excellent organizational skills, detail-oriented and proactive in management of projects and tasks.
- Must have strong interpersonal skills, be a team player and be willing to work in an environment where individual initiative and accountability to the team are required.
- Ability to work independently with limited day-to-day supervision.

- Must be detail oriented with technical analytical researching and writing skills.
- Strong computer skills: MS Office, (strong in EXCEL, and PowerPoint).
- Self-starter, proactive, flexible, strong interpersonal skills are essential to effectively interact with all teams, areas and levels of business.
- Strong communication, presentation and negotiation skills.
- Flexibility in responding to change or business needs.
- Work experience in Pharmaceutical/Biological manufacturing environment preferred.
- Demonstrated high ethical and professional standards with all business contacts to maintain BIAH's excellent reputation in the community
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Additional skills / capabilities:

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Adaptability

Communication

Continuous Improvement

Customer Focus

Initiative

Planning and Organizing

Quality Orientation

Teamwork

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Desired Skills, Experience and Abilities

Our Company

At Boehringer Ingelheim we develop breakthrough therapies that improve the lives of both humans and animals. Founded in 1885 and family-owned ever since, Boehringer Ingelheim takes a long-term perspective. Now, we are powered by 52,000 employees globally who nurture a diverse, collaborative and inclusive culture. We believe that if we have talented and ambitious people who are passionate about innovation, there is no limit to what we can achieve.

Why Boehringer Ingelheim?

With us, you can grow, collaborate, innovate and improve lives.

We offer challenging work in a respectful and friendly global working environment surrounded by a world of innovation driven mindsets and practices. In addition, learning and development for all employees is key, because your growth is our growth.

Boehringer Ingelheim is an equal opportunity global employer who takes pride in maintaining a diverse and inclusive culture. We embrace diversity of perspectives and strive for an inclusive environment, which benefits our employees, patients and communities.

Want to learn more? visit <https://www.boehringer-ingelheim.com>

All qualified applicants will receive consideration for employment without regard to a person's actual or perceived race, including natural hairstyles, hair texture and protective hairstyles; color; creed; religion; national origin; age; ancestry; citizenship status, marital status; gender, gender identity or expression; sexual orientation, mental, physical or intellectual disability, veteran status; pregnancy, childbirth or related medical condition; genetic information (including the refusal to submit to genetic testing) or any other class or characteristic protected by applicable law.

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General Job Info

**JOB ID**

7561

**Job function**

Manufacturing, operations & production

**Career level**

Experienced professionals

**Organization**

Boehringer Ingelheim Animal Health USA

**Working time**

Full-Time

**Job flexibility**

On-Site

**Primary location**

Saint Joseph, Missouri, United States

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