**Job leveling QuestionNaire**

Applicable for jobs expected to be in grade levels **P3 and higher** in the US and for **all positions** outside of the US.

**Trade Compliance Specialist** Author Jill Murray 10/11/23

**JOB SUMMARY:**

* Describe the reason for the position’s existence in 1 – 2 comprehensive sentences.

The Customs Compliance Specialist provides structure and daily management of customs import operations and will lead technical advice and research for US/CA business activities; identify compliance gaps and implement corrective action where appropriate.  The Customs Compliance Specialist will participate in ACCO Brands’ global trade compliance team to ensure alignment with ACCO Brands’ global compliance strategy.

This role is highly visible and will work across the matrix with ACCO Brands Marketing, Engineering, Finance, Legal, and other teams to ensure compliance.  Work in a highly collaborative team to cross-train others as well as contribute to the growth, development, and implementation of a global trade compliance department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Describe the essential duties of the position.
* Compliance Oversight: Monitor and oversee compliance efforts to ensure that the organization adheres to relevant laws, regulations, and industry standards.
* Policy Development: Collaborate with the compliance team to develop, update, and communicate company policies and procedures to employees.
* Training and Education: Conduct compliance training programs for employees to raise awareness and promote understanding of compliance requirements.
* Risk Assessment: Identify potential compliance risks, evaluate their impact, and develop strategies to mitigate them effectively.
* Auditing and Monitoring: Conduct regular audits and reviews to assess compliance with policies and regulations, and report findings to senior management.
* Reporting: Prepare compliance reports and documentation for regulatory authorities, as required, and maintain accurate records of compliance activities.
* Investigations: Lead or participate in investigations of valuation, non-preferential origin, preferential origin etc. and recommend corrective actions.
* Communication: Foster a culture of compliance by communicating the importance of adherence to regulations and policies throughout the organization.
* Change Management: Stay up to date with changes in laws and regulations affecting the industry and update company policies accordingly.

**REPORTING STRUCTURE:**

* Please provide an org chart showing or words below describing upper, side and lower level reporting structure.
* Define the level of supervision required (e.g. daily support, intervention or latitude, autonomy to execute independently, etc.)

Reports to the Senior Director Global Trade and daily support with ability to also have autonomy to execute independently for some activities such as classification, preferential country of origin, corrective actions, and training.

**JOB COMPLEXITY:**

* What are the major challenges of this role?
* Who or what positions does this role need to involve in their decision-making process?

The Compliance team, including this role, operate as change agents to how things were done in the past with improving compliance and having roles and responsibilities assigned.

Compliance specialists are continual educators for the regulations and how they are to be followed and be able to audit and report issues as well as develop corrective actions to processes.

This role involves many outside departments from HR, order entry, customer service, accounting/finance, customs in N America, customs brokers, logistics, legal, marketing, supply chain etc.

**INFLUENCE, IMPACT, INTERACTION:**

* With whom does this position typically and frequently interact and what is the purpose of each interaction (e.g., to inform, to influence, to partner as equals, etc.)? Please be specific so that peer, superior, and subordinate relationships may be established.
* Describe the overall impact of this position on the function/organization and degree to which this person will be responsible.

This role is an influencer for adhering to trade compliance throughout the organization. Additionally, they will need to manage across many different teams and see themselves as support for the company’s activities with the ability to understand another point of view and collaborative in working together for mutually beneficial business activities.

This position involves correcting values and origins for cross border transactions as well as improving how we clear customs, resolving broker issues and taking action from quarterly business reviews with customs brokers.

There will be times when this role will speak directly to US Customs Officials.

**EDUCATION AND EXPERIENCE:**

* Please identify level of formal education required. Why?
* Please identify the typical years of experience expected for proficiency as well as the type of experience required for this role.

BS bachelor’s degree in international business, Supply Chain or a related discipline, and/or equivalent of education and experience.

Minimum 7 years of experience in previous compliance positions is required (customs broker, international company compliance or trade and compliance consulting role).

Extensive knowledge and proficient in HTS (Harmonized Tariff Schedule).

ECCN classification knowledge a plus.

Non preferential and preferential program experience knowing critical elements to review.

Data automation using Power BI and/or pivot tables for weekly and monthly metrics.

Duty drawback, reconciliation, and valuation for various products (apparel to high tech) required.

**QUALIFICATIONS AND SKILLS:**

* Please describe any specific skills required for success in this role.

Self-starter with the ability to work with limited supervision while performing daily tasks.

Ability to escalate when needed and to inform leaders of progress in duties on a weekly/monthly basis.

Proficiency with Microsoft Office applications; Excel required; and SAP ERP system.

Critical thinking required.

Process improvement and understand issues outside of trade compliance to improve our compliance processes.

Problem solving aptitude with attention to detail and outstanding organizational abilities.

Excellent written and verbal communication skills for interaction with customs personnel and internal and external customers.

Must possess proven presentation skills.

**WORK ENVIRONMENT:**

* Please describe the work environment. (i.e. travel, heavy lifting, repetition, standing, etc.)
* Any other special environmental requirements. (i.e. heavy lifting, standing, etc.)

Hybrid in office working conditions.

15% domestic and international travel required.

Ability to lift 30 lbs and sit/stand 8 hours per day, majority of time sitting at desk.