

## **Job Title: North American Trade Compliance Analyst**

### **Role + Responsibilities**

- Actively participate in the Global Corporate Trade Compliance team, contributing to the alignment of regional requirements to guarantee import/export compliance on both regional and global scales.
- Collaborate proactively in an advisory capacity with various internal manufacturing and sales organizations across the United States, Canada, and Mexico.
- Spearhead the import compliance program by meticulously maintaining and auditing import processes, refining and developing procedures as necessary.
- Conduct audits of Customs declarations to verify accurate utilization of Harmonized Schedule (HS), classification, origin, valuation, and special programs. Take charge of determining HS classifications for materials and equipment, documenting decisions.
- Provide active assistance to Customs Brokers in addressing day-to-day inquiries. Effectively manage import documents, assess the applicability of ADD/CVD/FDA/EPA, and uphold import records in accordance with regulatory requirements.
- Determine Export Control Classification Number (ECCN) classifications and Country of origin for materials and equipment; Electronic Export Information (EEI) filings and management; daily restricted party screening, escalation, and review; maintain export records per regulatory requirements.
- Effectively oversee day-to-day compliance issues across diverse areas; formulate and uphold trade compliance policies and procedures; manage daily trade data in systems; conduct user training on pertinent trade compliance topics.

### **Qualification + Profile**

- 3+ years of direct import and export experience, with preferred industry certifications
- Proficient in GRIs (General Rules of Interpretation), HS classification, country of origin rules, and Free Trade Agreement (FTA) qualification
- Knowledgeable about global and US government regulations and logistics
- Experience in global sanctions, material controls, and SAP GTS
- Demonstrated ability to work independently, coordinate multiple projects, and prioritize effectively
- Effective communication and leadership skills, adept at resolving issues with diverse internal teams
- Ability to travel (including internationally) approximately 5%

### **Benefits + Perks**

- The security of working for an international family-owned company
- Tuition reimbursement and a wide range of development opportunities
- Comprehensive benefits package which includes medical, dental and vision
- Competitive compensation and bonus opportunities
- Generous paid time off
- Life insurance and 401(k) savings with company match
- Full-service café, fitness center, and health clinic (in Greenwood, IN)

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