**DOVER PSG**

***JOB DESCRIPTION***

**Creation/Revision Date:** 02.2024 **Location:** PSG-California

**Local Job Title:** Compliance Analyst

**Global Job Title**: Import/Export Administration - Senior Para-Professional (SCN.IET.S30.03)

**Department:** Finance  **Reports To:**Compliance Manager

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Status:** | **F/T:** |  | **P/T:** |  | **TEMP:** |  |  | **EXEMPT:** |  | **NON-EXEMPT:** |  |

**Summary:** The primary role of this position is to assist the Compliance Manager with establishing and maintaining an import/export control infrastructure consisting of operational processes, import/export documentation, internal audit and government reporting procedures to ensure continuous compliance with laws governing international trade including CBP, U.S. Census, Export Administration Regulations, Free Trade Agreement Programs, HTS Classification, Anti-dumping (ADD) and Countervailing (CVD) rules, Section 301 Chinese Tariffs, Government Audits, Country of Origin documentation, Anti-boycott regulations, and Recordkeeping. This individual shall possess and maintain “up to date” knowledge of all related matters.  Where practicable, assigned individual shall maintain minimal credentials needed to properly interpret and relay requirements.

**Education:** B.A. or B.S. 4-year degree from an accredited university and/or 3-4 years related job experience, preferably with emphasis in both Import Compliance and Import Operations.

**Experience:**

* 3 - 5 years’ experience in import and trade administrative experience preferred
* Understanding and application of import regulations governed by U.S. Customs Border Protection (CBP) and U.S. Census
* Demonstrated experience in conducting internal Import Compliance self-assessments and supporting third-party audits.
* HTS classification
* System experience with ACE

**Knowledge, Skills, and Abilities:**

* Possess strong written and oral communication skills.
* Exceptional organizational and follow-up skills
* Computer skills in Word, Excel, Power Point, Access, and Microsoft Outlook
* Ability to function as both a team and individual player with the ability to shift priorities as required by the compliance team and business operations.
* The ability to multitask and work under time constraints and business priorities.
* Strong problem-solving skills and analytical capabilities
* Knowledge of Export Compliance is a plus.

**Duties and Responsibilities:**

* Assist with executing PSG-California’s import/export operational processes and procedures.
* Support all compliance program functions of the department, including risk assessments, third party oversight and due diligence inquires.
* Analyze imports to ensure they are compliant with CBP, U.S. Census and other Government agency and regulations, to include Anti-dumping (ADD) and Countervailing (CVD) rules, Section 301 Chinese Tariffs, Section 232 Steel Tariffs and Quotas
* ACE reporting requirements
* Administer, import fines, duties, taxes, or penalties incurred as a result of specific import activity.
* Administer U.S. Customs clearance of importing goods providing broker direction.
* Management and oversight of all broker usage
* Management and oversight of surety bonds
* Assists in the maintenance of appropriate recordkeeping and due diligence in accordance with all governing regulatory requirements.
* Performs all other duties as assigned.
* Works overtime as assigned.

**Travel:**Generally, travel is not required

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee for successful performance of the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of this position.

The work is predominantly sedentary and requires minimal or negligible physical exertion. The employee is normally seated; however, the nature of the work allows for periods of standing or walking at will. Strength to lift or carry files weighing up to ten (10) pounds; vision to read printed materials and computer screen, and ability to hear and speech to communicate in person or over the telephone.

**Work Environment:** Works majority of the day in a climate-controlled environment, except for occasionally performing work on the manufacturing floor, which is subject to moderate changes in temperature. The manufacturing environment is subject to moderate changes in temperature and the employee will be exposed to typical hazards of noise, flying debris, and overhead hazards requiring the use of proper PPE (Personal Protective Equipment).

*This position may also require overtime as necessary. The company reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*

I, the undersigned, have read, understand, and accept the duties and responsibilities described.

Date:

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_