

Job Title: Associate Trade Compliance Manager, New Product Introduction

Working Location: NATIONWIDE

Workplace Flexibility: Field

For more than 100 years, Olympus has focused on making people's lives healthier, safer and more fulfilling.

Every day, we live by our philosophy, True to Life, by advancing medical technologies and elevating the standard of patient care so people everywhere can fulfill their desires, dreams, and lives.

Our five Core Values empower us to achieve Our Purpose:

Patient Focus, Integrity, Innovation, Impact and Empathy.

[Learn more about Life at Olympus.](#)

***Please note: All correspondence will be sent from our Olympus domain (@Olympus.com). If you receive correspondence from an entity other than @Olympus.com, it is likely not legitimate.*

Job Description

The Associate Trade Compliance Manager, New Product Introduction assists with product classification. This position will be responsible for the Harmonized Tariff Schedule (HTS) classification audit process and antidumping and countervailing duty (AD/CVD) assignment.

Job Duties

- Conduct weekly Harmonized Tariff Schedule (HTS) classification audits for all newly classified items and report results to management. Perform root cause analysis and corrective action, when applicable.
- Determine Harmonized System classifications, as needed.
- Assist with drafting binding ruling requests and responses to CBP Form 28 (Request for Information).
- Maintain and draft internal classification guidance documents, work instructions, training materials, and decision trees.
- Monitor and maintain the Olympus HTS database and related systems.
- Research antidumping and countervailing duty (AD/CVD) case applicability.
- Identify and collaborate with internal Olympus subject matter experts to obtain the necessary information for HTS classification, AD/CVD determination, and other Trade Compliance activities.
- Direct issues for Customs clearance related to HTS classification, as appropriate.
- Collect, interpret, and communicate metrics related to HTS classification, AD/CVD, and other Trade Compliance areas.

Job Qualifications

Required:

- College degree required in Supply Chain Management, Engineering or relevant field study.
- Minimum 5 years of experience in Harmonized Tariff Schedule (HTS) classification.
- Experience managing an audit process related to HTS classification.
- Experience determining antidumping and countervailing duty (AD/CVD) case applicability.
- Experience with Microsoft 365 suite. Must have an intermediate to advanced level of proficiency in Excel.
- Experience drafting classification guidance and Trade Compliance process documents.
- Other Considerations (travel/hours availability, etc.): Travel 10%

Preferred:

- Expert-level Harmonized Tariff Schedule (HTS) classification skills.
- Customs Broker License.
- Proven ability to navigate and interpret the HTS and utilize all available classification tools.
- Ability to navigate product lifecycle management (PLM) systems to obtain the necessary technical information for classification purposes.
- Ability to interpret engineering drawings, illustrations, and other technical information.
- Knowledge of partner government agency (PGA) import requirements.
- Ability to identify, develop, and implement process improvements.
- Ability to develop professional working partnerships internally and externally.

Why join Olympus?

We offer a holistic employee experience supporting personal and professional well-being through meaningful work, equitable offerings, and a connected culture.

Equitable Offerings you can count on:

- Competitive salaries, annual bonus and 401(k)* with company match
- Comprehensive medical, dental, vision coverage effective on start date
- 24/7 Employee Assistance Program
- Free live and on-demand Wellbeing Programs
- Generous Paid Vacation and Sick Time
- Paid Parental Leave and Adoption Assistance*
- 12 Paid Holidays
- On-Site Child Daycare, Café, Fitness Center**

Connected Culture you can embrace:

- Work-life integrated culture that supports an employee centric mindset
- Offers onsite, hybrid and field work environments
- Paid volunteering and charitable donation/match programs
- Diversity Equity & Inclusion Initiatives including Employee Resource Groups
- Dedicated Training Resources and Learning & Development Programs
- Paid Educational Assistance

*US Only

**Center Valley, PA and Westborough, MA

Are you ready to be a part of our team?

[Learn more about our benefit and incentives.](#)

The anticipated base pay range for this full-time position working at this location is \$75,624.00 - \$102,092.00 / year, plus potential for annual bonus (subject to plan eligibility and other requirements). Olympus considers a variety of factors when determining actual compensation for this position including: level of experience, working location, and relevant education and certifications.

At Olympus, we are committed to Our Purpose of making people's lives healthier, safer and more fulfilling. As a global medical technology company, we partner with healthcare professionals to provide best-in-class solutions and services for early detection, diagnosis and minimally invasive treatment, aiming to improve patient outcomes by elevating the standard of care in targeted disease states.

For more than 100 years, Olympus has pursued a goal of contributing to society by producing products designed with the purpose of delivering optimal outcomes for its customers around the world.

Headquartered in Tokyo, Japan, Olympus employs more than 31,000 employees worldwide in nearly 40 countries and regions. Olympus Corporation of the Americas, a wholly owned subsidiary of Olympus Corporation, is headquartered in Center Valley, Pennsylvania, USA, and employs more than 5,200 employees throughout locations in North and South America. For more information, visit www.olympusamerica.com.

Olympus is dedicated to building a diverse, inclusive and authentic workplace

We recognize diversity in people, views and lifestyle choices and emphasize the importance of inclusion and mutual respect. We strive to continue to foster empathy and unity in the workplace so that our employees can fully contribute and thrive.

Let's realize your potential, together.

It is the policy of Olympus to extend equal employment and advancement opportunity to all applicants and employees without regard to race, color, national origin (including language use restrictions), citizenship status, religious creed (including dress and grooming practices), age, sex (including pregnancy, childbirth, breastfeeding, medical conditions related to pregnancy, childbirth and/or breastfeeding), gender, gender identity and expression, sexual orientation, marital status, disability (physical or mental) and/or a medical condition, genetic information, ancestry, veteran status or service in the uniformed services, and any other characteristic protected by applicable federal, state or local law.

Applicants with Disabilities:

As a Federal Contractor, Olympus is committed to ensuring our hiring process is accessible to everyone. If you need an accommodation in order to complete the application or hiring process, please contact Olympus via email at OCAAccommodations@olympus.com. If your disability impairs your ability to email, you may call our HR Compliance Manager at 1-888-Olympus (1-888-659-6787).

Posting Notes: || United States (US) || Pennsylvania (US-PA) || Center Valley || Supply Chain