



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Yamaha Corporation of America
Job Title	Import Export Coordinator II
Location	Buena Park, CA
Salary Range	Up to \$33.00/hr
Relocation Assistance	n/a

Job Description / Responsibilities / Requirements

Key Accountabilities Include

- Ensure that shipments are released, transported, and delivered in a timely manner
- Ensure YCA's compliance with all applicable laws and regulations governing importing products into the U.S.
- Ensure good credit standing for YCA with service providers thru timely AP invoice processing

Primary Responsibilities Include

- Process shipments, including ISF submissions, and upload/maintain shipment data to the Inbound Visibility tool
- Maintain commercial documents in accordance with recordkeeping requirements
- Track shipments and trouble shoot transportation/release/delivery delays
- Create and maintain shipment tracking reports
- Process purchase orders, sales orders, shipments, and AP invoices
- Complete Over Short and Damage Process

Core Functional Competencies

- Analytics – Operations: Use data to understand business process and inform goals
- Customer/Dealer Problem Resolution: Gather information towards appropriate solutions
- Department Technology and Systems: Understand and can effectively use department technology and systems to perform work
- International Transportation, Product Compliance & Regulatory: Develop long-term relationships with steamship lines, freight forwarders and drayage companies

- Trade/Customs Compliance: Ensure import and export of products and materials in a manner compliant with all U.S. laws and regulations (e.g. HTS classification, valuation, country-of-origin determination, free-trade agreements, foreign-trade zone admission, CTPAT)

Core Behavioral Competencies

- Yamaha Way (Will, Integrity, Initiative, Challenge, Commitment)
- Customer Focus
- Values Differences
- Action Oriented
- Communicates Effectively
- Self-awareness
- Being Resilient

Qualifications

Ideal

- Experience in import/export shipment processing (e.g. working for an importer or a Customs Broker)
- Moderate knowledge of U.S. laws and regulations governing imports/exports (19CFR)
- Moderate experience in HTSUS and ECCN classification
- Progressive experience using GTM software
- Progressive experience using ERP software
- Business data analysis and presentation skills

Preferred

- 5+ years experience in import/customs operations
- Experience using AES Direct Filing

Contact Information to Apply

Please use this link to apply: [Import Export Coordinator II | Yamaha Careers](#)