

# Job Title: Trade Compliance Specialist - Remote

**Working Location: PENNSYLVANIA, CENTER VALLEY; 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

Olympus Corporation of the Americas ("OCA") is looking for a Trade Compliance Specialist to assist with OCA's compliance to Customs & Border Protection Regulations. This position will primarily perform tasks and responsibilities related to the maintenance of all Trade Compliance S.O.P.s and Work Instruction Documents, periodic review process. Additionally, this position will also perform activities regarding customs valuation reconciliation entry data and generate reports and risk assessment analysis when necessary.

## Job Duties

- Manage the Trade Compliance S.O.P. and Work Instructions framework.
- Create or update the Trade Compliance Teams' S.O.P.s, Work Instructions and Job Aides.
- Requesting and obtaining document approval, including posting final drafts to the company's SharePoint site.
- Generate reports and risk assessments analysis when necessary.
- Maintain the Internal Trade Compliance Dashboard (creating reports and uploading) and monitor ACE communication.
- Generate Purchase Orders for Trade Compliance as needed.
- Prepare Trade Compliance invoices for payment remittance.
- Work with ACE data and reports to support projects, auditing and reporting.
- Identify gaps in processes and work across business units and departments to implement corrective actions.
- Perform tasks related to value reconciliation which include General Ledger review, payment matching, and preparing files.
- Responsible for the import recordkeeping auditing activities.
- Perform other duties as assigned.

## Job Qualifications

### Required:

- College Degree required in Supply Chain Management, Finance or relevant field of study.
- Minimum of 3 years of experience working within a trade compliance role.
- Knowledge of the US Customs Regulations.
- Experience with post summary corrections, protests and reconciliation and ACE required.
- Experience with SAP and Oracle ERP systems a plus.
- A US Customs Broker License is a plus, or evidence of efforts to pursue a License.
- Other Considerations (travel/hours availability, etc.): Travel 10%

**Preferred:**

- Must have data analytical and critical thinking skills and be detailed oriented.
- Excellent research, writing and effective verbal communication skills.
- Ability to work effectively with team members.
- Skilled in Microsoft office, especially Word & Excel. Access skills are a plus.

**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 \$56,818.00 - \$76,704.00 / 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](http://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](mailto: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