

We are seeking an experienced **Trade Compliance Analyst** to join our Team! The primary focus of this position is to facilitate global trade and help ensure compliance with customs regimes and various other agency regulations, globally. The ideal candidate must exhibit strong research and analytical skills as this position will be assisting with the interpretation of import and export regulations then conclude how they apply to Waldom and suggest changes to internal procedures accordingly.

If you have a passion for trade compliance and are looking for a challenging yet rewarding role, and can bring the required experience to the table, we encourage you to apply!

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Essential Job Functions:

- Represent Trade Compliance by maintaining communication with management and staff across multiple business functions
- Utilize knowledge of trade compliance operations for import and export transactions
- Perform daily operational tasks, i.e. responding to compliance alerts and new customer and vendor set-up requests
- Perform Restricted Party Screening (RPS) activities utilizing Visual Compliance
- Perform compliance review of import and export documentation for international shipments
- Validate Country of Origin (COO), Harmonized Tariff Schedule Codes (HTS), Schedule B Codes and Export Classification Control Numbers (ECCN)
- **Identify and classify accurate ECCN, HTS and Schedule B classifications for our products**
- Respond to inquiries and maintain relationships with freight forwarders, customs brokers, foreign consignees/suppliers, and other strategic vendors regarding documentation requirements and other import and export regulations to ensure timely Customs clearance
- Generate performance metrics for export and import processes utilizing Excel
- Ensure compliance with Export Control regulations, as well as conforming with internal corporate policies and procedures
- Maintain applicable trade compliance records in accordance with regulatory requirements and internal procedures
- Participate in training and audit assessment programs to ensure implementation and effectiveness of internal controls
- Support Compliance department in investigating and resolving compliance problems, questions, or complaints
- Perform outreach to manufacturers in support of compliance data collection activities
- Participate in process improvement projects as required
- Provide backup support to product material Compliance Specialist and Logistics Coordinator

Qualifications:

- **Minimum of 1 year working in HTS and Schedule B Classification required.** Additionally, 2+ years of experience in Export/Import Administration or compliance *strongly preferred*.
 - Professional certification in Export/Import controls and regulations, EAR/ITAR, as well as the USHTS is a *plus*.
- Associates degree or higher is *preferred*. Minimum of HS Diploma or GED required.
- Analyze and interpret global export, import regulations, and maintain current knowledge of changes
- Proficiency in using US Customs tools and databases, i.e. ACE
- Excellent communication and interpersonal skills to liaise effectively with internal teams, vendors, and customers
- Able to learn and use new web-based applications including workflows and databases
- Ability to classify export control classification numbers (ECCN, Schedule B and HTS)
- Analytical and database management skills
- Intermediate to advanced Microsoft Excel, Word and PDF Editor skills
- Detail-oriented with strong problem-solving skills
- Strong written communication skills
- Ability to thrive in a fast-paced and dynamic environment
- Excellent command of the English language

Here's a Few Things We Offer You:

- Top quality **medical, dental, vision, and life insurance plans** *Waldom pays the majority of the medical plan cost*
- **Fourteen (14) days of paid time off (PTO) annually**
 - (accrued at 2.15 hours per week for the first four (4) years of employment)
- **8 Paid holidays plus 1 floating holiday**
- **8 hours of paid volunteer time off annually**
- **Corporate Discount Program**
- **Employee Assistance Program** *100% Waldom Paid!*
- **Generous Paid Maternity & Paternity Leaves**
- **Tuition Reimbursement Program**
- **Scholarship Program:** *for your eligible children, grandchildren & legal dependents, up to \$8k a year*

Physical Requirements:

- This role primarily requires sitting for extended periods at a computer workstation, with occasional standing or walking to retrieve documents or interact with colleagues.

Working Conditions:

- Work will be performed in a standard office environment, with frequent use of computers and office equipment, requiring the ability to sit for extended periods

and perform repetitive hand movements while typing; occasional lifting of light items may be necessary.

Affirmative Action/EEO Statement:

Waldom Electronics is committed to providing equal employment opportunities for all applicants and employees. The Company does not unlawfully discriminate on the basis of race, color, creed, pregnancy, religion, sex, national origin, age, disability, veteran, marital, or any other protected status. The Company also makes reasonable accommodations for disabled employees. Finally, Waldom Electronics prohibits the harassment of any individual based on their protected status. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the organization.