



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Costco Wholesale
Job Title	Global Sustainability and Compliance - Trade & Customs Compliance Import Specialist
Location	Issaquah, WA (Hybrid)
Salary Range	Specialist I: \$31.83/hr - \$41.35/hr Specialist II: \$35/hr - \$45.48/hr Specialist III: \$88,100 - \$114,500
Relocation Assistance	Yes

Job Description / Responsibilities / Requirements

Description of Position

The Trade & Customs Compliance department is responsible for international trade compliance programs, including U.S. Imports, Supply Chain Security, Trade Partnership Programs, U.S. Exports, and Global Sanctions. The Trade & Customs Compliance Specialist will focus on import compliance programs, including product classification and regulatory review, tariff assessment, compliance database management, customs clearance facilitation, reporting, and auditing. This position will provide direction to 3rd parties and communicate with multiple departments and divisions to support Costco's compliance programs.

*Pay based on experience.

Tasks and Responsibilities

- Resolves customs clearance issues, such as document discrepancies, exams, and other entry issues.
- Coordinates collection of any additional documents required for regulatory purposes.
- Maintains product database to support purchase order creation and item updates.
- Conducts regular compliance audits, prepare post entry correction requests, monitor status, and process refunds.
- Conducts Supply Chain Security recordkeeping and audit review.
- Assists in developing and maintaining import compliance policies, procedures, and resources.
- Proposes and assist in implementing process enhancements and efficiencies in all areas of responsibilities.
- Participates in providing import compliance outreach, including internal training and developing compliance resources.

- Assists in general department administration, including maintaining data, documents, and logs.
- Determines the proper product tariff classification, duty rates, and regulatory requirements.
- Manages the duty preference program for import items and identify opportunities for duty savings.
- Analyzes import data to verify compliance, create metrics, and deliver KPI reporting.
- Leads responses to Customs or other governmental agency inquiries and requests for information.
- Serves as a department lead on specific compliance programs and ensure compliance and continuous improvement for those programs.
- Serves as subject matter expert and provide guidance information requests for various trade compliance matters, often independently interpreting regulations, policies, and procedures.
- Works collaboratively on cross-functional projects, internally and externally, in additional areas as requested.
- Regular and reliable workplace attendance at your assigned location.

Skills, Abilities, and Certifications

Required:

- Proficiency with Google and Microsoft applications, AS400, and other internal systems.
- Detail oriented, with excellent analytical and organizational skills.
- Strong interpersonal communication skills, both verbal and written.
- Demonstrates problem-solving ability, communication skills, and initiative.
- Self-motivated, inquisitive, and able to work in a team environment without close supervision

Recommended:

- Bachelor's Degree or other advanced degree in related field.
- U.S. Customs Broker License, and/or other professional certification (CCS, CES).
- Import/Export compliance or international supply chain experience.
- Ability to work collaboratively with employees at all levels.
- Ability to learn and understand regulatory requirements and apply to daily work.
- Ability to work simultaneously on multiple projects and time-sensitive tasks.
- Ability to be efficient and meet deadlines while maintaining thoroughness and accuracy.

Costco Wholesale offers a comprehensive package of benefits including paid time off, health benefits - medical/dental/vision/hearing aid/pharmacy/behavioral health/employee assistance, health care reimbursement account, dependent care assistance plan, short-term disability and long-term disability insurance, AD&D insurance, life insurance, 401(k), stock purchase plan to eligible employees.

Contact Information to Apply

Please send **in a single PDF** a current resume and cover letter to GSCapplications@costco.com

Position closes February 11, 2026