



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Global Trade Jobs
Job Title	Duty Drawback Analyst
Location	Houston, TX
Salary Range	
Relocation Assistance	No

Job Description / Responsibilities / Requirements

Our client is a leading international logistics and supply-chain company that combines global reach with a strong focus on operational reliability, regulatory compliance, and continuous improvement.

About the Role We are recruiting an analytically strong and detail-oriented specialist to support the U.S. duty drawback program for this global organization. The role plays a critical part in ensuring accurate, timely, and compliant processing of customs refund claims and acts as a key interface between compliance, operational teams, and international trade processes.

Key Responsibilities

- Prepare, review, and submit duty drawback claims to U.S. Customs and Border Protection (CBP) in accordance with applicable regulations
- Maintain complete, accurate, and well-structured import and export documentation to support claim submissions
- Analyze import and export transactions to identify additional refund opportunities
- Coordinate with customs brokers, freight forwarders, and trade partners to gather necessary documentation
- Monitor claim status, respond to CBP inquiries, and resolve discrepancies

- Ensure adherence to all relevant U.S. customs laws and internal compliance policies
- Support audits and internal reviews of drawback processes
- Enhance and optimize existing workflows to increase efficiency and maximize recovery potential
- Prepare regular reports on recovery performance, claim status, and potential risks

Your Profile

- Minimum of 2 years of experience in customs compliance, trade compliance, or duty drawback programs
- Strong knowledge of U.S. customs regulations (19 CFR) and duty drawback procedures
- Experience with duty drawback or trade compliance software systems Licensed Customs Broker (LCB) preferred or actively pursuing licensure
- Familiarity with Free Trade Agreements, HTS classification, and import/export documentation
- Strong analytical thinking and high attention to detail
- Proficiency in Microsoft Excel and data analysis Excellent communication and organizational skills
- Ability to work independently and manage multiple priorities
- Bachelor's degree in International Business, Supply Chain, Accounting, or a related field (preferred)

What Makes This Role Attractive

The position offers a modern, international work environment with clear development pathways and a strong performance culture. Employees benefit from competitive compensation, attractive incentive and bonus structures, comprehensive health benefits, 401K matching, generous PTO programs, and structured opportunities for continuous learning and professional growth.

Contact Information to Apply

Apply HERE:

<https://www.globaltradejobs.com/employment/duty-drawback-analyst-listing-32228.aspx>