



## Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Senior Trade Compliance Analyst/Specialist
Location	Ft. Washington, PA – Hybrid
Salary Range	\$75,000 - \$90,000 Base Salary
Relocation Assistance	

### **Job Description / Responsibilities / Requirements**

#### **About the Job:**

The Trade Compliance Sr. Analyst/Specialist is responsible for ensuring compliant and efficient import operations. This position focuses heavily on customs clearance, reviewing CBP Form 7501, validating import documentation, and supporting duty classification and regulatory compliance. The role also includes performing Restricted Party Screening (RPS) to prevent unauthorized transactions and ensure alignment with U.S. export control regulations. Assuring a compliant audit trail exists for all Customs entries cleared. Assuring that imports and exports of the company are compliant with US Customs and Foreign Local import regulations such as HTS (Harmonized Tariff Schedule) classification, valuation, country of origin, assists record keeping, ADD/CVD, special trade programs and other government agency requirements, EAR and ITAR regulations.

#### **Duties & Responsibilities:**

- Ensure day-to-day tracking and monitoring of all shipments.
- Review Customs Form 7501 for accuracy (HTS, duty rates, declared value, COO, PGA requirements).
- Verify that broker-submitted entries align with internal compliance standards, and coordinate corrections.
- Review supporting documents: commercial invoices, packing lists, airway bills, bills of lading, COO certificates
- Work closely with brokers and logistics teams to ensure timely customs clearance.
- Track and apply Section 301/232 tariffs and other custom-related duties.
- Maintain accurate and compliant CBP recordkeeping per 19 CFR §163.
- Interact effectively with multiple functional areas including management, supply chain, distribution, engineering, finance, IT and legal.
- Ensure that proposed customers are screened for Denied Person and Entities, restricted end-uses, and diversion and releases orders as appropriate or refer them to the appropriate personnel for further review and discussion.
- Identify whether other Government agency requirements are applicable to product imports and exports (e.g. DDTC, FCC, FDA, etc.).
- Evaluate all new Government agency requirements to ensure import and export compliance with changes and incorporate into day-to-day operations and standard operating procedures.

- Ascertain that up-to-date profiles and SOPs are provided to all endorsed service providers to ensure proper import and export clearance.
- Communicate with affiliated business units overseas to streamline export and import processes.
- Ensure that a trained back-up is available to assist with compliance functions.
- Perform Restricted Party Screening (RPS) for customers, vendors, and end-users.
- Document and escalate matches, red flags, or concerns based on internal escalation procedures.
- Support due-diligence workflows (EUS, CPP, Red Flag questionnaires) as needed.
- Track shipment status, delays, exams, and entry issues.
- Recommend process improvements to strengthen import compliance controls.

**Qualifications:**

- A minimum of 3-5 years of experience with international trade compliance regulations
- Strong working knowledge of HTS classification, import documentation
- Hands-on experience processing Customs Entries (Customs Brokerage experience)
- Proficient in Microsoft Office applications (e.g. Access, Word, Outlook)
- Advanced Excel Skills
- Licensed Customs Broker (preferred)
- Oracle experience is a plus.
- The successful candidate must be a self-starter, detail-oriented, and able to follow procedures.
- Must possess excellent written and verbal communication skills.

**Contact Information to Apply**

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