



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Trade Compliance Specialist
Location	Ft. Worth, TX or Trumbull, CT
Salary Range	\$80,000 - \$105,000 Base Salary
Relocation Assistance	Up to \$5,000 Sign On

Job Description / Responsibilities / Requirement

Scope: Ensure successful importation of goods from the United States while ensuring that trade compliance regulations are being followed.

Job Summary:

- Oversee the successful, timely, and compliant importation of goods for company entities. Communicate and respond to inquiries received from internal and external stakeholders including Internal Departments, Customs Brokers, Freight Forwarders, Vendors, and Customers on goods being imported and ensures the information provided is accurate. Partner with Global Trade Compliance staff across multiple county projects.
- Responsibilities
- Monitor and provide support to ensure compliance with trade rules and regulations and on-time delivery of imported products.
- Coordinate with brokers and freight forwarders to ensure expeditious release of company imports.
- Complete trade classification, including: Harmonized Tariff Schedule (HTS), Schedule B, and Export Control Classification Number (ECCN)
- Work with RA personnel to obtain updated US Food & Drug Administration information and make this information available to customs brokers.
- Communicate with partners and arrange import shipment bookings when necessary and provide shipment tracking and release information. Communicate to the business import issues regarding US government (CBP or other agencies) and/or transportation that may cause delays.
- Collect and review import documents for accuracy and update various databases specifically the HTS codes and the country of origin.
- Responsible for value adjustment and reconciliation of finished product pricing and resubmit to Customs.
- Review and audit invoices from customs brokers and freight forwarders.
- Perform post entry audits to ensure that proper value, classification, and other required information is transmitted, and when necessary take the appropriate corrective actions.
- Assist with the filing requirements and maintain reporting on Customs drawback program

- Maintain import records to support compliance with government agencies and international trade regulations.
- Assist in performing monthly analysis of broker, customs, and internal data to ensure maximum cost savings in Free Trade Agreements, and other duty exemptions.
- Assist the Global Trade Compliance Leadership with development and delivery of trade compliance program globally.
- Assist with BIS license applications and gathering information for all US export licenses.
- Assist as needed other members of the Global Trade Compliance team on audits and setting up policy, procedures, and projects.
- Assist in development and implementation of policies, procedures, manuals and other related compliance documentation.
- Supports and maintains required recordkeeping documentation.
- Act as a backup and provide support on export operations such as export compliance screening, and export documentation.
- Will assist with other special projects and day to day operations.

Qualifications

- Customs Brokers License preferred.
- 4-6 years of experience in US import export compliance, including import entry process, CPB and other related government regulations, HTSUS, import material classification, valuation, recordkeeping etc.
- Experience working with Other Government agencies such as FDA.
- Experience with ACE and maintaining trade master data in ERP systems and related databases
- Experience in maintaining positive relationships with internal customers and external vendors and consultants.
- Strong computer skills are required with expertise in MS Office Suite such as Outlook, Word, PowerPoint and Excel as well as other internet applications.
- Excellent communication (verbal/written) and interpersonal skills are required to communicate and interact across all functions and levels within the company.
- Must have the ability to prioritize and meet deadlines.
- Solid organizational skills, the ability to manage multiple tasks, and to work independently with minimum supervision.
- Detail-oriented and analytical with demonstrated problem-solving skills.
- Understanding of the sensitivity around confidential company information.
- Team oriented, possess a positive attitude and collaborate effectively with others
- Willing to learn and adapt to a changing environment.
- Must possess the ability to read, write, and communicate effectively in English.

Education:

- Associate degree or equivalent combination of education and experience required.
- Bachelor's degree preferred.

Contact Information to Apply

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