



**ICCPA**  
International Compliance Professionals Association

## Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Manager, Trade & Customs
Location	Remote – Washington, DC
Salary Range	\$100,000 - \$125,000 Base Salary
Relocation Assistance	No Relocation Assistance

### **Job Description / Responsibilities / Requirement**

#### **General Summary:**

This position manages various projects related to Foreign Trade Zone (FTZ), bonded warehouse and general import/export consulting services. Projects include FTZ applications and activations, bonded warehouse implementations, ongoing FTZ and bonded warehouse consulting support services, and general import/export compliance consulting.

#### **Summary of Key Duties and Responsibilities:**

##### **For Clients:**

- Prepares FTZ feasibility/savings analysis
- Prepares, submits and monitors FTZ and bonded warehouse applications
- Assists with FTZ and bonded warehouse activation/implementation matters including application preparation, procedures manual preparation, systems implementation, and operational meetings
- Provides FTZ administration consulting services including FTZ software set up and problem resolution advice, support on daily FTZ software processing matters, etc.
- Provides ongoing FTZ consulting services including compliance reviews and advice as needed
- Provides general import/export consulting services, including assistance with classification, valuation, prior disclosures, C-TPAT, compliance reviews, security assessments, USCMA, etc.
- Monitors and communicates trade developments with clients and Company FTZ team
- Performs other duties as assigned

##### **For Company:**

- Prepare, submit and monitor FTZ applications
- Research and reports on FTZ suitability for potential tenants/industries
- Handle inquiries about existing and planned FTZ projects
- Assist in marketing FTZ projects
- Participate in various meetings and conference calls about FTZ projects
- Market and represent the company through active participation in the National Association of Foreign-Trade Zones
- Performs other duties as assigned

**Education Requirements:**

- Bachelor's Degree
- **Preferred field of education:** Business Administration, English, Finance, Transportation, Logistics, International Business or related business field

**Experience / Knowledge / Skills Requirements:**

- Minimum of five (5) years of experience working in international trade
- Prior experience in daily FTZ administration is preferred
- Strong verbal and written communication skills
- Strong research and organizational skills
- Ability to prioritize and manage multiple projects and timelines simultaneously
- Proficiency in Microsoft Office Suite
- Ability to travel is required

**Licenses / Certifications Requirements:**

- Customs broker license is preferred

**Contact Information to Apply**

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