



**ICCPA**  
International Compliance Professionals Association

## **Job Opportunity**

Company	Gateway Recruiting LLC
Job Title	Trade Compliance Manager
Location	San Jose, CA
Salary Range	\$60.00 - \$65.00 per hour
Relocation Assistance	No Relocation Assistance

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

The Trade Compliance Manager is responsible for leading the trade compliance matters, ensuring adherence to the import and export regulations. This role will be focused on overseeing the trade compliance operations and implementing and optimizing a trade compliance program and driving tariff mitigation strategies. This individual is responsible for proactively identifying risks and opportunities, aligning trade compliance priorities with the strategic initiatives of the company. This position reports to the LSIG Director, Trade Compliance and is part of the Trade Compliance function that sits within the Legal & Compliance function. This will be an on-site role.

#### **Job Responsibilities:**

- Manage day-to-day trade compliance operational activities for the company within the US and Canada and support the trade compliance function globally.
- Collaborate cross-functionally with Supply Chain, Logistics, R&D, Quality and other key stakeholders to provide subject matter expertise on trade compliance requirements, ensure alignment with all applicable trade laws and internal trade compliance policies and procedures.
- Lead key tariff mitigation and duty saving strategies, including first sale, duty drawback, country of origin determinations, reconciliation, Section 232 tariffs assessments, and cost-avoidance initiatives that support the financial business objectives and supply chain flows.
- Develop, implement, and continuously improve trade compliance programs, policies, SOPs, and internal controls for U.S., Canada, and Europe to strengthen organizational capability and ensure consistent compliance standards globally.
- Proactively identify, assess, and execute process improvements and value-add opportunities that enhance compliance efficiency, minimize regulatory risk exposure, and drive cost reductions.

**Job Qualifications:**

- Bachelor's degree required with 6+ years of experience in customs, export controls, or related field, demonstrating success in managing trade compliance programs and leading cross-functional projects.
- Proficient knowledge of US export regulations, including the EAR, Census, OFAC sanctions, Commerce Control List, ECCN classification, export licensing, and restricted party screening.
- Advanced expertise in U.S. customs regulations, including customs valuation, HTS classification, country of origin determination, and import compliance requirements.
- Working knowledge of the Canadian and EU import and export trade regulations and their application in day-to-day operational and regulatory decision making.
- Demonstrated experience in implementing tariff mitigation strategies, such as free trade agreements, duty drawback, reconciliation, and similar cost-reduction programs.

**Preferred Qualifications:**

- U.S. Licensed Customs Broker (highly preferred)
- Experience with Oracle, EPR systems, and data analytics/visualization tools (e.g., Power BI)
- Previous experience working in a manufacturing environment preferably within the life sciences manufacturing industry.

**Contact Information to Apply**

Samanda Kalinowski – [Samanda@GatewayRecruiting.com](mailto:Samanda@GatewayRecruiting.com)