

## **Import Costing Analyst – Oakville, Ontario**

### **Job Summary:**

The Import/Costing Analyst is responsible for managing inbound shipments, ensuring timely delivery, maintaining compliance with U.S. and Canadian regulations, and performing landed cost analysis to support accurate pricing and profitability decisions.

### **Key Duties and Responsibilities:**

#### **Import / Logistics**

- Arrange inbound shipments (ocean/air) with factories, freight forwarders, 3PL, and customs for deliveries to Canada and the USA, prioritizing based on order status 200+ Containers/year.
- Coordinate cargo release and customs clearance.
- Obtain cargo manifests and ensure all mandated shipment documentation is provided for customs clearance.
- Investigate shipment shortages and damages; prepare documentation for insurance claims in coordination with carriers, shippers, and insurers.
- Obtain rate quotes and negotiate pricing with forwarders and customs brokers.
- Perform landed cost analysis, including freight, duties, tariffs, and other associated costs, to ensure accurate product costing and margin control.
- Collaborate with internal departments to integrate logistics with business systems and processes.
- Monitor 3PL for receiving and inventory management.
- Work closely with purchasing and customer service teams to ensure timely delivery

#### **Compliance**

- Arrange product testing and ensure compliance with government regulations and customer requirements.
- Develop and issue compliance guidelines to suppliers.
- Coordinate with vendors and third-party inspection agencies for audits, testing, packaging, and inspection.
- Collaborate with product development teams to ensure transparent reporting during development and identify improvements in specifications (e.g., labeling).
- Resolve quality issues with factories, purchasing, and product development teams.
- Travel internationally 1–2 times annually to inspect vendor facilities.
- Review and confirm HTS codes for all products; stay updated on HTS adjustments and import regulations.
- Audit customs documents for accuracy.

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## **Qualifications:**

- High attention to detail and strong organizational skills.
- Hands-on knowledge of U.S. and Canadian customs requirements, freight forwarding, supply chain logistics, ocean freight operations, and international ports/geography.
- Familiarity with both U.S. and Canadian product testing and compliance requirements.
- Ability to think creatively and provide effective operational solutions.
- Experience sourcing from China, India, and other developing countries is an asset.
- Self-motivated with excellent problem-solving skills.
- Advanced proficiency in Microsoft Excel (including cost analysis and reporting).
- Excellent verbal and written communication skills.
- 1 year of NetSuite experience is an asset.
- Excellent typing skills

Please contact us below for more information.

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