

Job Title: FTZ and Trade Compliance Specialist

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Finance Department

Position Summary:

The FTZ and Trade Compliance Specialist works independently and as part of a team to maintain and improve SIA's Import, Export, and FTZ operations and share responsibility for managing daily trade compliance within SIA's FTZ Subzone by following established procedures and relevant regulations. In addition, the role will assist in creating and implementing various improvements in systems, processes, and procedures.

Outline of Duties:

- Support trade compliance and efficient business operations by identifying opportunities for improvement and possible solutions
- Assist in the implementation of improvements, including by developing and updating documentation (work instructions, reports, forms, templates, etc.).
- Advise other departments on import/export/FTZ requirements and contribute to overall trade compliance.
- Monitor imports and exports to ensure timely clearance and resolve problems, as necessary.
- Monitor FTZ activity and compile part consumption data for weekly FTZ entry.
- Audit and retention of customs entry summaries, duty payments, and associated records.
- Support daily operations through HTS classification, electronic filings, import/export documentation, recordkeeping, etc.
- All other duties as assigned.

Minimum Qualifications:

- Bachelor's degree (business related or technical preferred) and at least 5 years' experience in trade compliance and/or operations.
- Working knowledge of relevant import, export, and foreign trade zone regulations.
- Experience with MS Office applications (experience using formulas and macros in Excel - e.g., index match, pivot tables, macros, etc.- highly preferred).
- Ability to search, interpret, and apply rules and regulations to resolve ambiguous situations.
- Track record of problem solving, implementing improvements to existing process, and finding answers to new problems.
- Experience with international business and logistics.

Desired Qualifications:

- Licensed Customs Broker and/or CCS, ITCC, CUSECO, or similar certifications
- Experience working for an importer (especially a manufacturing importer) and/or an FTZ strongly preferred.
- Strong background in HTSUS classification, including documentation of classification process and rationale.
- Experience with some or all the following: ECCN classification, export licensing, AD/CVD, duty drawback, FTA certification, C-TPAT, ISA, bonded facilities/freight, etc.
- Experience with trade automation (Integration Point, Amber Road, SAP GTS, Descartes, etc.)
- Experience working with Customs Brokers and Freight Forwarders.
- Experience with government inquiries/audits and managing risk.

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