



Contract Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Import Compliance Analyst/Senior Analyst
Location	East Coast/West Coast
Salary Range	East Coast - \$90-110K West Coast - \$90-130K
Relocation Assistance	No Relocation Assistance

Job Description / Responsibilities / Requirements

This role is seeking an Import Compliance Analyst to join Global Trade Compliance Team supporting supply chain and manufacturing operations, with a strong focus on U.S. Customs compliance, import clearance, HTS classification, customs valuation, and tariff mitigation strategies

Locations include: Washington, DC | Santa Clara, CA | Dallas, TX | or Saxonburg, PA

Primary Responsibilities:

- Perform accurate HTS classifications for components, optics, photonics systems, and finished goods
- Validate country-of-origin (COO), valuation, and duty calculations for imports
- Support First-Sale for Export implementation and documentation
- Analyze tariff impacts and identify duty-savings opportunities
- Support Duty Drawback Program
- Assist brokers to clear shipments.
- Manage and validate FTA supplier qualifications
- Audit Customs entries and ensure broker accuracy and PGA compliance
- Conduct restricted-party screenings for import transactions
- Maintain accurate classification, COO, and trade data in internal systems
- Partner with engineering, manufacturing, sourcing, and logistics teams to gather technical details for compliance purposes.
- Support continuous improvement of import compliance processes, SOPs, and workflows
- Respond to internal stakeholder inquiries related to U.S. import requirements
- Stay current on CBP regulatory changes, tariff updates, and evolving compliance expectations

Additional Responsibilities (Senior-Level):

- Lead complex HTS classification and valuation projects involving photonics, lasers, semiconductor materials, and advanced technologies
- Develop and support tariff-mitigation strategies and landed-cost modeling
- Serve as a subject-matter expert on U.S. Customs requirements
- Support internal and external audits, risk assessments, and corrective actions
- Mentor junior analysts and strengthen import compliance practices
- Draft substantive trade-focused materials for executives.

Qualifications:

- 4-7+ years of experience in import compliance, U.S. Customs operations, or trade compliance

- Hands-on experience with HTS classification, valuation, First-Sale, transfer pricing, Customs regulations, and FTA programs
- Demonstrated ability to lead classification, valuation, tariff mitigation, and supplier-origin initiatives
- Ability to advise stakeholders and manage cross-functional import compliance projects
- U.S. Customs Broker License strongly preferred
- Experience in photonics, lasers, semiconductors, electronics, or high-tech manufacturing preferred
- Experience with SAP GTS, Oracle GTM, Descartes, or similar trade systems
- Strong PowerPoint drafting skills
- Bachelor's degree in international business, supply chain, engineering, law, or related field

Contact Information to Apply

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