



## Contract Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Senior Specialist, FTA
Location	Remote
Salary Range	\$45.00 - \$65.00 per hour
Relocation Assistance	No Relocation Assistance Needed

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

#### **RESPONSIBILITIES:**

- Analyze product bills of materials (BOMs) and manufacturing processes to determine FTA eligibility (e.g., USMCA, EU FTAs, CPTPP, Korea-U.S. FTA).
- Interpret rules of origin (ROO) preferential and non-preferential—to ensure accurate qualification.
- Maintain documentation to substantiate origin determinations, including supplier declarations, costed BOMs, certificates of origin, and long-term supplier statements.
- Serve as the internal subject-matter expert on free trade agreements and preferential duty programs.
- Collaborate with procurement teams to obtain supplier origin data and drive supplier.
- Prepare, issue, and manage FTA certificates of origin and related compliance documents.
- Ensure records are retained according to regulatory requirements and company policies.
- Respond to customer requests for origin verifications.
- Prepare monthly reports on FTA products by division.
- Prepare reports on qualified and non-qualified goods based on FTA by division.

#### **QUALIFICATIONS:**

- Knowledge US Customs import and export laws and regulations.
- Ability to interpret and apply FTA rules of origin.
- Strong analytical skills, especially related to costed BOMs and supply chain flows.
- Proficiency in tariff classification and customs documentation.
- Excellent communication skills to influence cross-functional stakeholders.
- High attention to detail and strong problem-solving ability.
- Self-motivated and directed, capable of operating semi-autonomously.
- P.C. experience and skills, specifically Excel, Word, and Outlook.
- BA/BS with 2 to 3 years of related import/export operational and compliance experience.
- Proficient in English.
- Ability to speak Spanish a plus.

### **Contact Information to Apply**

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