



**ICCPA**  
International Compliance Professionals Association

## Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Manager, Import Compliance & Classification
Location	Washington, DC or Santa Clara, CA
Salary Range	\$150,000 - \$175,000 Base Salary + Bonus
Relocation Assistance	No Relocation Assistance Available

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

The Manager, Import Compliance & Classification will be responsible for leading the organization's import compliance and tariff classification program while supporting broader global trade compliance initiatives. This role will oversee U.S. customs compliance activities, including HTS classification, valuation, country of origin determinations, and import regulatory requirements.

Reporting to the Director or Senior Director of Global Trade Compliance, this role will manage a team of compliance professionals and partner closely with supply chain, logistics, procurement, engineering, and finance teams to ensure compliant import operations across the company's global supply network.

#### **Primary Duties & Responsibilities:**

##### **Import Classification & Customs Compliance:**

- Lead HTS tariff classification determinations for imported products, components, and materials.
- Ensure the accuracy and integrity of tariff classifications within internal systems and product databases.
- Oversee classification workflows and documentation supporting defensible customs determinations.
- Partner with engineering and product teams to obtain technical specifications required for accurate classifications.
- Support classification of advanced technology products including lasers, photonics, semiconductor components, AI infrastructure, and related hardware.

##### **Import Compliance Program Management:**

- Ensure compliance with U.S. Customs and Border Protection (CBP) regulations and import requirements.
- Provide guidance on customs regulations including classification, valuation, country of origin, marking requirements, and admissibility.
- Manage relationships with customs brokers and ensure proper oversight of customs filings and entry processes.
- Support duty optimization strategies including free trade agreements, special tariff programs, and duty mitigation initiatives where applicable.
- Monitor regulatory changes affecting import compliance and assess potential business impacts.

##### **Compliance Operations & Risk Management:**

- Support internal compliance reviews and audits of import processes and broker filings.

- Investigate potential compliance issues and support corrective actions where necessary.
- Maintain import compliance records in accordance with regulatory requirements and company policy.
- Support customs inquiries, audits, and regulatory engagements as needed.
- Identify opportunities to improve compliance controls, processes, and automation within import workflows.

**Cross-Functional Partnership:**

- Serve as a key import compliance advisor to supply chain, procurement, logistics, engineering, and finance teams.
- Respond to internal stakeholder inquiries related to customs requirements and import compliance obligations.
- Support scalable compliance processes aligned with the company's growing global supply chain and manufacturing operations.

**Education & Experience:**

- Bachelor's Degree required (international business, supply chain, engineering, law, or related field preferred).
- Licensed Customs Broker (LCB) certification preferred.
- 6-10+ years of experience in import compliance, customs compliance, or global trade operations.
- Strong working knowledge of U.S. Customs regulations and HTS tariff classification principles.
- Experience supporting import compliance in technology or manufacturing environments preferred.
- Familiarity with customs valuation, country of origin analysis, and duty mitigation strategies including free trade agreements and duty drawback programs.
- Experience working with SAP GTS or comparable trade compliance systems.
- Experience managing customs brokers and supporting customs audits.
- Proven ability to work cross-functionally with supply chain and engineering stakeholders.
- Ability to manage multiple priorities and drive process improvements in a global organization.

**Skills:**

- Strong verbal and written communication skills with the ability to explain complex regulatory requirements clearly.
- Ability to collaborate across cross-functional teams and global locations.
- Strong relationship-building skills across multiple organizational levels.
- Ability to quickly understand business operations and supply chain flows.
- Proactive mindset with the ability to identify opportunities for process improvements.
- Demonstrated sound judgment and independent decision-making.
- Ability to effectively navigate complex compliance issues and resolve operational challenges.
- Willingness to collaborate with colleagues across international time zones.
- Ability to maintain confidentiality and trust when handling sensitive information.

**Contact Information to Apply**

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