



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Trade Compliance Analyst – Import Audits
Location	Remote - US
Salary Range	\$65,000 - \$85,000 Annual Salary
Relocation Assistance	No Relocation Assistance Available

Job Description / Responsibilities / Requirements

Position Overview:

We are seeking a Trade Compliance Analyst to support import compliance auditing activities and help ensure adherence to U.S. Customs and Border Protection (CBP) regulations, company policies, and internal trade compliance procedures. This role will focus on reviewing import documentation, validating key trade data elements, and supporting post-entry audit activities to identify and resolve compliance issues. The ideal candidate brings early career experience in import compliance, customs brokerage, or global trade operations, along with strong attention to detail

Key Responsibilities:

- Support import compliance audits to ensure adherence to U.S. Customs and Border Protection (CBP) regulations, internal policies, and company procedures.
- Review import entry documentation (e.g., commercial invoices, packing lists, entry summaries) for accuracy, completeness, and regulatory compliance.
- Assist in validating tariff classification (HTS), country of origin, valuation, and applicability of trade programs, duties, and special tariffs (e.g., AD/CVD, Section 301, Section 232, Chapter 99).
- Track, log, and help research discrepancies or errors identified during post-entry reviews and audits within the Oracle Global Trade Management system
- Track supplier responsiveness and maintain logs documenting receipt, quality, and timeliness of Section 232 certifications and supporting documentation.
- Escalate missing, inconsistent, or potentially inaccurate supplier information to senior compliance staff for resolution.
- Support preparation of audit reports, metrics, and summaries for trade compliance management.

- Assist with broker communication related to data corrections, missing documentation, or clarification of entry details.
- Help maintain import compliance records in accordance with CBP recordkeeping requirements.

Qualifications:

- 1–3 years of experience in trade compliance, import operations, customs brokerage, or global trade support.
- Familiarity with U.S. import regulations and CBP compliance requirements.
- Basic understanding of HTS classification, country of origin, valuation, and trade program applicability.
- Experience reviewing import entry documentation preferred.
- Strong analytical skills and attention to detail.
- Experience working with trade compliance systems (Oracle GTM or similar) is a plus.

Contact Information to Apply

Erin Canine – Erin@GatewayRecruiting.com