



First Solar Job Description

Job Title: Specialist- Trade Compliance II

Reports To: Manager- Trade Compliance

Job Status: Exempt

First Solar reserves the right to offer you a role most applicable to your experience and skillset.

Basic Job Functions:

This position has a demonstrated working knowledge of import/export government regulations, compliance and is able to perform operational level activities independently. This position will interact with other functions within their region to seamlessly execute daily operations. This position will contribute to department goals for process implementation and improvement by data gathering and troubleshooting issues. This position will be involved in most activities related to import/export for their region.

Education/Experience:

- Associate degree plus 3 or more years of experience in international trade compliance, import/export operations, Logistics and/or purchasing required.
- BS/BA degree preferred.
- 5 or more years of experience working in international trade compliance and import/export operations required.
- US Licensed Customs Broker, CCS/CES Certifications or similar certifications preferred.

Required Skills/Competencies:

- Proficiency of working with country's import/export regulations included but not limited to Harmonized Tariff Schedule, Partner Government Agencies, valuation, country of origin etc.
- Ability to communicate effectively with peers and internal/external customers to support operational objectives and overall corporate goals
- Possesses ability to successfully manage and complete tasks and projects on time
- Experience with shipping documentation including commercial invoices, bills of lading, import/export filings
- Provide input to sourcing decisions within the department and across the corporation with regards to duty rates and denied party screening
- Proficiency in business writing and the ability to produce standard operating procedures
- Willingness to attend ongoing training related to import/export regulations
- Proficiency with all Microsoft Office Suite programs

Essential Responsibilities:

- Perform daily tasks in accordance with applicable import/export regulations



- Ensure ISF and entry documentation is reviewed for accuracy and gather missing data for transmission to the appropriate governmental agency or Customs Broker
- Review products, material and equipment imported by First Solar to determine the correct HTS in accordance with GRIs, Explanatory Notes and government rulings
- Assist with determining the export controls of items exported by First Solar
- Recognize imports which may be eligible for an FTA and coordinate with the Sr Specialist to perform the FTA analysis
- Support data gathering of any annual reporting that is required in support of CTPAT Trade Compliance Program
- Adhere to processes established by the department and participate in process improvement efforts
- Ensure all operating systems, files, databases and records are operated in compliance with First Solar policies and CBP Regulations
- Consult Global Logistics and other departments as needed on tasks that involve Trade Compliance
- Document compliance decisions that may impact global business decisions
- Maintain databases with current information applicable to import/export operations
- Auditing for accuracy and compliance with corrections as needed.
- Other duties as assigned.
- Job description subject to change at any time.

Reporting Relationships:

- This position reports to the Manager- Trade Compliance.
- This position will not have direct reports.

Travel:

- 5% - 10%

Estimated Salary Range:

- \$58,000 - \$80,000

US Physical Requirements:

All positions in our office require interaction with people and technology while either standing or sitting. To best service our customers, internal and external, all associates must be able to communicate face-to-face and on the phone with or without reasonable accommodation. First Solar is committed to compliance with its obligations under all applicable state and federal laws prohibiting employment discrimination. In keeping with this commitment, it attempts to reasonably accommodate applicants and employees in accordance with the requirements of the disability discrimination laws. It also invites individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing an undue hardship.



First Solar

Potential candidates will meet the education and experience requirements provided on the above job description and excel in completing the listed responsibilities for this role. All candidates receiving an offer of employment must successfully complete a background check and any other tests that may be required.

Equal Opportunity Employer Statement: First Solar is an Equal Opportunity Employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, or gender identity. We recognize that diversity and inclusion is a driving force in the success of our company.