



POSITION: Manager, Customs & Global Trade

DEPARTMENT: Supply Chain

REPORTS TO: Director, Customs & Global Trade

BRAND DESCRIPTION:

At Five Below our growth is a result of the people who embrace our purpose: We know life is way better when you are free to *Let Go & Have Fun* in an amazing experience, filled with unlimited possibilities, priced so low, you can always say yes to the newest, coolest stuff! Just ask any of our over 12,000 associates who work at Five Below and they'll tell you there's no other place like it. It all starts with our purpose and then, *The Five Below Way*, which is our values and behaviors that each and every associate believes in.

So, if your heart is beating a little quicker and your smile is getting bigger now that you know what we're all about, let's just say your search for a one-of-a-kind experience that's much more than a j-o-b just might be officially ending HERE. It's all about culture at Five Below, making this a place that can inspire you as much as you inspire us with big ideas, super energy, passion, and the ability to make the workplace a **WOW**place!

POSITION SUMMARY

Five Below is seeking a **Manager, Customs & Global Trade** to join our Customs & Global Trade Team.

This position owns ensuring Five Below product has **maximized value**, is **ready for import**, and **adheres to all import compliance rules and regulations** of US Customs and Border Protection and Participating Government Agencies.

Main responsibilities in this position include overseeing the Specialist, Customs & Global Trade to ensure accurate and timely product classification, identifying and communicating opportunities for tariff engineering and country of origin diversification, and gathering all required data elements for customs and participating government agency clearances, managing Five Below's Customs Trade Partnership Against Terrorism (CTPAT) program participation.

This position is the primary liaison between the Customs & Global Trade pre-clearance team and internal / external stakeholders including but not limited to Merchandising, Product Development, Product Compliance, Vendors, Factories, Customs Brokers, Freight Forwarders, Legal Counsel, Ship Centers, etc.

[This role is hybrid out of our WowTown headquarters in Philadelphia, PA.](#)

JOB RESPONSIBILITIES

Pre-Clearance: *Maximized Value & Ready for Import*

- Maintains knowledge and expertise in global trade rules, regulations, industry trends to communicate to leadership to support department strategy, vision, and growth
- Oversees all relevant import requirements are adhered to with US Customs and Border Protection (CBP) and Partner Government Agency (PGA) regulations, appropriate tariff

classification(s), ADD/CVD determination, valuation and duty breakdown, country of origin identification, IPR requirements, etc.

- Manages collaboration with vendors, factories, agents to ensure product import readiness.
- Develops KPI reporting metrics for the business, escalates non-compliances, and communicates area to leadership to provide visibility, mitigate risk, avoid fines, and avoid penalties.
- Partners with key merchandising stakeholders such as Product Development and Merchant teams to maximize value in supply chain.
- Oversees updates to internal documentation on tariff engineering and country diversification to share with merchant and PD teams to support compliance and cost saving opportunities.
- Demonstrate continuous improvement through supporting supply chain initiatives associated with process management, systems/GTM implementation, and other automated solutions.
- Develops, maintains, and communicates processes as necessary with internal and external stakeholders.
- **Manage participation and compliance with CTPAT program** to ensure all minimum-security criteria are met.
- Partners with Director, Customs & Global Trade on CTPAT internal stakeholder meetings, annual security profile submission preparation, validation preparation, etc.

PREFERRED QUALIFICATIONS

- Deep knowledge of CBP regulations, PGA requirements, valuation, classification, and country of origin.
- Experience with Trade Programs including FTZ and CTPAT programs.
- Solid background with product classification under the Harmonized Tariff Schedule, including experience with PGAs and sets/kits. Ability to interpret and apply GRI(s) accurately.
- Strong leader with a positive energy, attitude, and growth mindset
- Experience communicating and providing excellent customer service to stakeholders
- Bachelor's degree in business or related field preferred or equivalent experience and training directly related to the role's responsibilities
- Analytical reporting and KPI
- Minimum 5-7 years' experience working in Global Trade Compliance or Import related field
- Certified Customs Specialist (CCS) and/or Licensed Customs Broker (LCB)
- Experience in retail industry or importing similar products
- Experience with Global Trade Management (GTM) software

SKILLS

- Excellent communication skills to articulate information with the appropriate audience
- Microsoft Office products (i.e. Excel, Word, PowerPoint, Access, etc.)
- Ability to work independently and in a fast-paced environment
- Ability to change directions quickly and adapt to new situations
- Excellent time management and organizational skills

Five Below is an Equal Opportunity Employer