



**ICCPA**  
International Compliance Professionals Association

## **Job Opportunity**

Company	Costco Wholesale
Job Title	Global Sustainability and Compliance - Trade & Customs Compliance Import Supervisor
Location	Issaquah, WA (Hybrid)
Salary Range	\$95,000 - \$120,000
Relocation Assistance	Yes

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

#### **Description of Position**

The Trade & Customs Compliance department is responsible for international trade compliance programs, including U.S. Imports, Supply Chain Security, Trade Partnership Programs, U.S. Exports, and Global Sanctions. The Trade & Customs Compliance Supervisor will manage a team of Customs Compliance Specialists to ensure that Costco is in compliance with all applicable laws, regulations and policies for international trade. The Supervisor is responsible to provide leadership and management of the team's activities, projects and work processes, including product classification and tariff assessments, systems management, customs clearance facilitation, auditing and reporting. The position will work closely with multiple departments and divisions to support Costco's compliance programs.

#### **Tasks and Responsibilities**

- **INTEGRITY:** When achieving benchmarks and goals, use methods/strategies that are consistent with the Code of Ethics and the Standard of Ethics for Managers and Supervisors. Always leads by example. Appropriately handles employee concerns and follows through to resolution.
- **MEMBER SERVICE:** Provides and ensures staff provides an exceptional member experience.
- **ADMINISTRATION:** Ensures proper department coverage (writing schedule and break aids if needed). Understands department budget, able to research and explain budget variances.
- **MANAGING PERFORMANCE:** Coaches and mentors' employees to provide support and guidance. Has regular open and honest conversations with employees to discuss work performance and career development. Identifies learning opportunities to strengthen employee knowledge, skill and ability.

- **COMMUNICATION:** Regularly shares information with employees via meetings and one-on-one conversations. Successfully navigates difficult conversations with employees, members, and suppliers. Listens, expresses empathy and adapts to get point across. Addresses issues immediately to ensure a timely resolution and to avoid escalating the situation. Consistently demonstrates business knowledge during interactions with senior management.
- **SELF-MANAGEMENT:** Demonstrates sound judgment, taking a partner when necessary. Ability to maintain self-control in the face of hostility or provocation or in intense, hectic situations.
- **INCLUSION:** Encourages different approaches and ideas to work and to accomplish goals. Seeks employee input. Takes the time to get to know or reach out to candidates who show potential that may not come forward on their own.
- **COMPLIANCE AND SAFETY:** Takes measures to ensure employee and member information is kept confidential and adheres to IS security policy.
- Performs daily supervision of the import compliance team and activities to meet individual and department goals.
- Reviews work product, monitors workload, and provides direction on projects to meet deadlines and continued momentum.
- Monitors new laws, trade regulations, trade restrictions, and general prohibitions and applies to business processes.
- Ensures regulatory requirements and company commitments are being met for import compliance.
- Oversees daily operations and oversight of 3<sup>rd</sup> party service providers.
- Administers program for all imported items to determine proper tariff classifications, duty rates, and regulatory requirements.
- Supervises entry accuracy, auditing, post entry corrections, and implements corrective action.
- Provides direction and guidance internally and externally to ensure compliance objectives are being met.
- Coordinates responses to Customs or other governmental agency inquiries and requests for information.
- Identifies and implements recommendations to improve compliance processes, systems, and increase efficiencies.
- Reviews and analyzes data to identify trends or gaps.
- Maintains and updates internal process documents and implements new procedures as necessary.
- Delivers internal and external training programs on import compliance processes, systems, and policies.
- This is a full-time management/leadership position (45+ hours per week).
- Regular and reliable workplace attendance at your assigned location.

### **Skills, Abilities, and Certifications**

#### ***Required:***

- U.S. Customs Broker License, and/or other professional certification (CCS, CES).
- 3+ years of customs compliance and import/export experience and/or international trade

- experience.
- Strong interpersonal skills, good written and verbal communication/presentation skills.
- Detail oriented with excellent analytical and organizational skills.
- Self-motivated, able to work independently and meet deadlines.
- Proficiency with Google and Microsoft applications, AS400, and other internal systems.

***Recommended:***

- Detail oriented and self-motivated, with excellent analytical and organizational skills.
- Bachelor's degree or other advanced degree or professional certification in related field.
- Supervisor/Management experience.
- Demonstrated project management experience with continuous improvement and goal-oriented mindset.
- High School Diploma or GED recommended.

Costco Wholesale offers a comprehensive package of benefits including paid time off, health benefits - medical/dental/vision/hearing aid/pharmacy/behavioral health/employee assistance, health care reimbursement account, dependent care assistance plan, short-term disability and long-term disability insurance, AD&D insurance, life insurance, 401(k), stock purchase plan to eligible employees.

**Contact Information to Apply**

Please send **in a single PDF** a current resume and cover letter to [GSCapplications@costco.com](mailto:GSCapplications@costco.com)

Position closes April 15, 2026