



Contract Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Trade Compliance Officer
Location	Alpharetta, GA
Salary Range	\$120,000 - \$125,000 salary
Relocation Assistance	Limited Relocation Assistance Available

Job Description / Responsibilities / Requirements

ESSENTIAL DUTIES & RESPONSIBILITIES:

Import Compliance:

- Oversee access to and proper use of the CBP Automated Commercial Environment (ACE) system
- Establish and maintain direct payment and refund processes with U.S. Customs and Border Protection (CBP)
- Ensure accurate and compliant customs clearance data including HTS classification, invoices, and country of origin
- Support company entities with product classification and tariff optimization
- Prepare and manage Duty Drawback claims
- Conduct internal audits of import documentation and compliance processes
- Monitor regulatory changes and update internal procedures accordingly
- Forecast annual Duties, Taxes, and Fees (DTF) for customs bond planning
- Liaise with customs brokers and regulatory agencies

Export Compliance:

- Determine and assign Export Control Classification Numbers (ECCNs)
- Ensure compliance with U.S. export control laws, sanctions, and embargoes
- Conduct audits of export documentation and compliance practices
- Provide export control training and guidance to employees

REQUIRED QUALIFICATIONS:

- Active Licensed Customs Broker (LCB) Certificate
- Five (5) years of experience in trade compliance role in a global logistics company.
- Extensive hands-on experience with the ACE portal.
- Strong knowledge of Section 232 steel and aluminum tariffs.
- Experience managing Duty Drawback or similar programs.
- Strong understanding of U.S. import and export regulations.

- Excellent attention to detail and communication skills.
- High proficiency with Microsoft 365 (Outlook, Excel, Teams, PowerPoint, SharePoint).
- Absolute discretion and integrity in handling confidential information.
- Proven ability to work under pressure, manage competing deadlines, and adapt to fast-changing priorities.
- Bachelor's in Business Administration, Supply Chain or related field.

Contact Information to Apply

Lauren Dyck – Lauren@GatewayRecruiting.com