

ROCKFORD CORPORATION

JOB DESCRIPTION

JOB TITLE: Import Export Operations & Compliance Specialist

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The Import/Export Operations & Compliance Specialist is responsible for handling day to day operations of inbound and outbound logistics, compliance coordination, communication and negotiation with freight partners, and overseeing the interest of the company by participating and staying on top of available U.S. Customs programs. This person will analyze, create, and execute plans and procedures that support departmental and corporate objectives.

SUMMARY OF KEY RESPONSIBILITIES:

- Control all import/export traffic and compliance with federal, state, local, or country specific regulations
- Process and ensure accuracy of import/export and U.S. Customs documentation
- Liaise with suppliers, carriers, freight forwarders, customs broker, drayage, 3PL, etc. to ensure consistency with defined import/export process
- Responsible for maintaining, tracking, and analyzing import/export shipments, ensuring expected timing is achieved. Communicate with responsible party for proactive solutions when problems occur
- Oversee and find solutions that require special or expedited handling
- Responsible for ensuring all import and export duty tariff codes (HTS and Schedule B) are correctly applied to incoming and outgoing shipments. Manage customs duty tariff changes on all products and communicate ahead of changes
- Manage customs and trade compliance issues and report as per compliance standard
- Analyze customs duty exemptions and free trade agreements to reduce cost of imports and exports
- Process or review Importer Security Filings (ISF) to ensure compliance with U.S. Customs
- Responsible for preparing statistical data for contract negotiations and participating in contract negotiations with carriers, NOVCC's, freight forwarders, etc.
- Assist in process of Duty Drawback claims
- Oversee Customs Trade Partnership Against Terrorism (CTPAT) compliance and validation
- Stay informed and communicate key changes in international logistics and compliance and provide insights on how to minimize/maximize constructive impact to the company

QUALIFICATIONS:

- 2 to 4 years of experience working in International Logistics and Trade Compliance highly preferred
- Bachelor's degree required in Global Logistics Management or other related field
- Use of Oracle preferred
- Knowledge and understanding of USMCA a plus
- Understanding of hazardous materials and dangerous goods as it relates to IATA/DOT/IMDG preferred
- Strong analytical, interpersonal and project management skills
- Handle multiple activities simultaneously and ensure accurate and timely completion of tasks
- Proficient user of Microsoft Office
- 3PL knowledge preferred
- Candidates must be able to legally work and reside in the US, without sponsorship

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Qualified candidates should send resume to jobs@rockfordcorp.com.