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# Example of Analyst, Trade Job Description

Our growing company is hiring for an analyst, trade. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, trade

* Review inbound HS codes from overseas SPs
* A bachelor degree from a full-time university is required
* Good reading and writing skills in English are required
* Energetic, dynamic, efficient
* Bright as a quick-learner
* Good people skill and team work spirit
* Responsible for the daily processing of Mutual Fund trades and overseeing the accurate implementation and execution of mutual fund trades
* Serve as liaison between field sales, business units and IT to determine the best trade systems solutions needed to serve the business
* Prepare SWIFT messages
* Data processing of transaction data to the application systems in the region

## Qualifications for analyst, trade

* Assists and is a key participant in the post-Customs entry documentation review process and performs assessments on selected HBI Import/Export Entry documentation
* Prior experience in import/export customs & compliance requirements is preferred
* Knowledge of Trade Compliance or Free Trade Agreements
* Business-related Bachelor’s degree required, MBA is a plus
* Ability to prioritize, manage and complete multiple projects at once while working independently, cross functionally
* Minimum of 2 years’ experience in trade compliance