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# Example of International Trade Compliance Analyst Job Description

Our company is growing rapidly and is looking for an international trade compliance analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for international trade compliance analyst

* Executes the transactional monitoring, review and release of shipments blocked due to due diligence controls and compliance reasons Denied Parties, Export Control purposes
* Support the recordkeeping process for non-centralized and Canadian import transactions the compilation of documentation to support duty drawback processing and claims to U.S. Customs
* Execute the transactional monitoring, review and release of shipments blocked due to due diligence controls and compliance reasons Denied Parties, Export Control purposes
* Ensuring that the importing and exporting activities comply with governmental laws and regulations from an operational day to day operations perspective
* Strong working knowledge and experience in import and/or export compliance processes, procedures, and policies
* Establish and maintain operational procedures to ensure full compliance of the regulations governing the movement of goods and technology
* Monitor compliance and performance of logistics partners and participate in service review meetings and evaluate quality levels
* Identify opportunities for process improvement, determine available options for improvement and make recommendations for improvements to management
* Assist in the processing of North Atlantic Free Trade Agreement (NAFTA) ‘Certificates of Origin’ for products/parts imported from Canada or Mexico-based suppliers, eligible for duty free status
* Responds to inquiries from Customs Brokers and Freight Forwarders regarding HTS and Schedule B classification, ECCN classifications, USML classifications, documentation requirements, and other import and export regulations to ensure timely clearance

## Qualifications for international trade compliance analyst

* Minimum of 4 years of experience with US export/import trade compliance
* Reads and interprets technical drawings, specification documents and technical papers
* Evaluates and assigns international trade classification codes to products in an accurate and timely manner
* Support resolution of issues arising from customs classifications
* Runs daily demand reports for product classification
* Prepares and files status reports for product classifications