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# Example of Trade Analyst Job Description

Our company is growing rapidly and is hiring for a trade analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for trade analyst

* Prepare the documents required in the System
* Ensure the documents prepared and self checked for errors before handing them over to the designated document checker
* Ensure that the documents prepared are compliant with the Letter Of Credit
* Ensure the internal error rate is maintained at Zero
* Liaise with Finance department in case of any queries in case of any crucial information to be incorporated on any document
* Maintain proper log of all the presentations prepared daily
* Prepare the delayed presentation report every month to be sent to all Operations managers
* Assist in the development and implementation of strategic programs such as our duty savings initiatives, import compliance program
* It also supports activities such as hand carry shipments, runway show materials, and exotics management in the area of product classification, valuation, documentation and special licensing requirements
* Conduct the global HS code classifications

## Qualifications for trade analyst

* BS degree in Business, Mathematics, Economics or related field
* Knowledge and working understanding of trade compliance elements
* Bachelor’s Degree in Supply Chain Management, International Business or similar field
* Three to five years minimum experience in trade compliance and/or international logistics
* Intermediate knowledge of ERP Business Systems, Global Trade Compliance software and Transportation Management Systems
* Trade Operations Experience ideal