



Example of International Trade Compliance Analyst Job Description

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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)

- 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