



# Example of Trade Compliance Analyst Job Description

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Our innovative and growing company is looking for a trade compliance analyst. 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 trade compliance analyst

- Works and assists management on additional classification and trade compliance audits and projects works
- Classifying products for import and export using the Harmonized Tariff Schedule of the United States (HTSUS) General Rules of Interpretation (GRI's), Schedule B's, Export Administration Regulations (EAR), other established regulatory information
- Conduct customer-specific Trade Compliance evaluations as required, and provide management team with risk assessment recommendations
- Liaise with and provide support to APJ Order operations, Supply Chain, Logistics and vendors, in order to ensure alignment with trade compliance policies and procedures
- Provide support to APJ Trade Compliance staff as needed
- Monitor soft dollar activity
- Interact with Internal and External Auditors and Regulators
- Use Global Trade systems tools (SAP, Trade Automation, ) to build and maintain reports that will fulfill the needs of the metrics used by Global Trade
- Work directly with site's customs brokers to resolve day-to-day issues that result in border delays
- Manage the integrity of trade data

## Qualifications for trade compliance analyst

- Ability to locate varied sources of information and apply information obtained
- Ability to classify imported/export merchandise under the Harmonized System
- Knowledge of duty drawback principles
- Working knowledge of U.S. Customs procedures & trade practices & ability to interpret regulations
- Working knowledge of federal & international Customs laws & familiarity with various sources of customs information