



Example of Trade Compliance Analyst Job Description

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Our company is looking for a 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 trade compliance analyst

- Perform various trade compliance reviews
- Assist manager with projects associated with trade compliance functions as required
- Field, address and resolve various trade-related inquiries
- Assist with other compliance activities and special projects as required
- The Senior Customs & Trade Analyst operates with general direction from Supervisor/Manager
- Developing, maintaining and driving standardization of policies, procedures, processes, guidance and internal controls
- Lead hazardous materials/dangerous goods classification program and the maintenance of hazardous materials shipping guidelines
- Assist in establishing and maintaining corporate policies and procedures for compliance with import and export regulations ensuring broad company awareness to these requirements, including training
- Provide guidance to business unit partners on matters concerning import & export requirements, including NAFTA and other Free Trade Agreements
- Be the primary liaison with the businesses globally to capture trade metrics for reporting up to the leadership team

Qualifications for trade compliance analyst

- SAP/GTS experience or previous working knowledge of ERP systems preferred
- US Customs Licensed Broker - Highly Preferred

ensure that timely and comprehensive authorizations are in place, as required

- Requires ability to navigate and work cross-functionally in a global, matrixed organization
- Must possess excellent written/oral communications and presentation skills and sound business judgment
- Occasional travel (U.S. and international) may be required