



# Example of Trade Compliance Analyst Job Description

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Our company is growing rapidly and is hiring for a trade compliance analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for trade compliance analyst

- Assist in deployment, socialization and implementation of Hitachi Vantara Global Trade Compliance procedures into acquired companies
- Assist with trade compliance operations as required
- Order review and export licence determinations in conjunction with export management system software
- Compile, analyse and produce reports/documentation for Department of Enterprise, Jobs and Innovation
- Compile, analyse and produce reports/documentation for Customs and VAT authorities
- Assist in development and maintenance of operational processes and procedures to improve workflows and processes
- Provide additional month-end, quarter-end and year-end support as needed
- Qualify products for various Free Trade Agreements (ex
- Oversee, review and audit Mexican broker performance and compliance with company's policies and procedures, measure such performance through scorecards
- Standard metrics reporting

## Qualifications for trade compliance analyst

- Ability to grasp accounting and general ledger mechanics for multi-faceted enterprise

- Ability to write, speak, and present effectively and persuasively at all levels in native language and English
- In-depth knowledge of Israeli and European customs and trade regulations
- 5+ years related work experience in trade compliance import/export, customs or logistics for a global company with at least 3 years' experience in Israel
- Prior experience developing, writing, and implementing policies, processes and procedures