



Example of Trade Compliance Specialist Job Description

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Our company is looking to fill the role of trade compliance specialist. 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 compliance specialist

- Customs inquires/Actions
- Assist with preparation of Prior Disclosures and Customs audits
- Respond to internal customers and external suppliers on requests for proper classification, Country of Origin and customs valuation
- Work with Compliance Manager to negotiate fees and approve payments of invoices from US Customs, government agencies, and brokers
- Communicate clearly and timely with representatives from Customs, FDA and other US government agencies
- Assign accurate tariff classifications, Export Control Numbers (ECN), Controlled Substance Schedules, and other government agency classifications based on product attributes
- Conduct effective communication with requestors to obtain product information or use source systems/activity, to enable the correct classification of exported and imported material
- Provide guidance on the use of certain special tariff provisions, such as 9817 prototype
- Work with the GTC Standards & Assurance team to develop and maintain classification standards and procedures
- Assists GTC Standards & Assurance team in classification audits

Qualifications for trade compliance specialist

- Assist with UTAS wide investigations, corrective actions and voluntary disclosures
- Create standard work and use ACE processes where appropriate
- Experience in writing and submitting DoC Licenses and DoS Licenses and Agreements
- Understanding of IT systems used to submit and approve authorizations
- Minimum 3 to 4 years working with International Trade Compliance matters