

**Position Title:** Export Compliance Specialist

**Position Description:**

This person will be expected to handle the following **primary** responsibilities:

- Daily Canadian Customs transactions including HS tariff classification
- Experience as it relates to exports to Canada and other international markets, with respect to documentation and Customs compliance in the respective destination country
- Prepare and/or review documentation as it pertains to US exports
- Be the primary point of contact with the Canadian customs broker for shipment/entry related issues
- Assist in managing the overall customs compliance of BB&B within Canada
- Determine applicability of free-trade agreements within the USA and other countries, such as NAFTA and administer use of and compliance with the respective regulations
- US and Canadian duty drawback
- Ability to communicate concerns with customs issues and requirements both internally and externally
- Identify opportunities for increased efficiencies and accuracy in daily operations as well as relevant Customs compliance matters
- Be able to research and implement specific issues as they relate to the customs function

This person will be expected to handle the following **secondary** responsibilities:

- Assist with internal audits consistent with CBP Focused Assessment requirements
- Experience with C-TPAT, ISA, and other special CBP compliance programs as it is applicable to BB&B's business model
- Act as a back-up to the US compliance team, especially related to HTS classification
- Work on other special projects that may be assigned by the Customs Compliance Manager

**Position Requirements:**

Successful candidate must:

- Be able to communicate clearly and concisely in both oral and written forms
- Have intermediate skills in Microsoft Office applications, especially Word, Excel, Powerpoint and ideally Access
- Be able to work as part of a team as well as independently on special projects
- Be have attention to detail and be able to effectively work in a fast-paced environment

Also, they must have at least 2 - 4 years experience in the following aspects of international trade/logistics:

- Product classification
- Interpretation of Customs regulations
- Develop and implement procedural manuals as applicable to US import/export operations
- Track performance of various service providers and develop KPI's for reporting to senior management
- Ideally, have some experience in ocean transportation and warehousing