

## Temporary position at Cooper Crouse-Hinds in Syracuse

### ESSENTIAL FUNCTIONS:

- Classification of products using (a) the Harmonized Tariff Schedule of the United States (HTSUS) according to General Rules of Interpretation (GRI's), (b) Binding Rulings, (c) Explanatory Notes, (d) Informed Compliance Publications, (e) Reasonable Care Guides, and (of) other established Customs information.
- Export Classification assign Export Control Numbers (ECCN) and Harmonized Tariff Schedule (HTS, Schedule B, Category Classification based upon the Export Administration Regulations EAR), International Traffic in Arms Regulations (ITAR) and U.S. Customs Regulations.
- Maintain classifications in SAP & GTS systems and provide to the Customhouse broker the information regarding these in a consistent way.
- Maintain internal database with classification logic for audits.
- Attend training, meetings and read journals and other industry publication to maintain knowledge of specialized information and identify any regulation or industry changes affecting Classifications.
- Special projects as the business deems necessary related to foreign HTS classifications.

### Qualifications

#### EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- 3+ years experience in imports and/or exports, or international trade.
- Bachelors Degree in International Trade, Finance, Accounting or other related field or equivalent in experience.
- Proficient in Microsoft Office Suite of products
- Use of SAP system preferable but not a must.
- Well developed organizational, priority management and planning skills.

#### DESIRABLE QUALIFICATIONS:

- U.S. Customs broker license or ability to obtain on the job
- International Customs experience preferable
- Exceptional communication and interpersonal skills enabling communication with professionals and people of all levels, and to operate effectively within a team environment.
- Proven problem solving and decision making skills.
- Professionalism, Respect and Perseverance as Core Values
- Verbal and written communication skills
- Action oriented; customer-focused
- Basic computer literacy and knowledge of software, such as Word, Excel, Spreadsheets, PowerPoint, Access and Visio.
- Advanced computer literacy and knowledge of Trade, Import/Export
- Ability to deal with ambiguous environment
- Must be a US Citizen to obtain U.S. Customs broker license or certification as U.S. Export Compliance Officer

If interested, see <http://case.syr.edu/coops/employer.php> and contact David DiMaggio at [ddimaggi@syr.edu](mailto:ddimaggi@syr.edu)