

Import and Export Trade Compliance Analyst

OPPORTUNITY

Ainira Industries is currently seeking applicants for an Import Export Trade Compliance Analyst in Houston, Texas, USA.

JOB DESCRIPTION

Under the direction of the Regulatory Compliance Manager, the Import and Export Trade Compliance Analyst provides import, export and logistics compliance guidance to Company employees supporting its operations and programs at various HQs. The position will support the Regulatory Compliance Manager with corporate global trade controls compliance, including, but not limited to: importing, exporting, customs clearance, freight forwarding, logistics, compliance policy and procedure development, implementation, training and daily operations.

Must be, and remain, current with US Government (USG) regulations under the Export Administration Regulations (EAR), Customs and Border Protection (CBP), FDA Centers for Diseases and Radiological Health (CDRH), National Highway Traffic Safety Administration (NHTSA), Foreign Trade Regulations (FTR), Office of Foreign Assets Control (OFAC), and associated foreign government agencies.

Must have direct experience and expertise in importing, exporting, HTS and ECCN classifications, CCATs, logistics, filing associated documents, and working with customs brokers and freight forwarders. Knowledge of EU Import Regulation, including standards for product safety, labelling, custom duties, and import restrictions, would be an advantage.

RESPONSIBILITIES

- Assist in the development of import/export compliance processes
- Assist in the research and interpretation of international trade regulations
- Prepare and process licenses, agreements, exemptions, and associated documentation
- Ensure all international trade compliance records are maintained as required
- Assist in the conduct of compliance audits
- Assist in import/export control determinations
- Assist in the preparation of export compliance training
- Perform all Denied Party Screenings, supplier verifications check and maintain records
- Assist in the creation of, and maintain an organisational database for accurate item classification under EAR, ECCN, FDA, CBP HTS, Schedule B
- Assist in the creation of a tracking, storage, and retrieval system for documentation
- Prepare other import/export documentation as required
- Utilise agency-identified programs such as SNAP-R, ACE (AES) e-Submitter/ESG, D-Trade
- Maintain all compliance records, databases, recordkeeping

- Master the USG regulations that govern Company's business
- Ensures compliance with administrative requirements applicable to export and import transactions, including customs and FDA clearances, EU clearances, carnets, and all logistics activities
- Perform other duties as assigned

SKILLS and ABILITIES

- Position requires minimum of 5 years of direct experience and knowledge of, and expertise in, the Export Administration Regulations (EAR), Customs and Border Protection (CBP), NAFTA, FDA Centers for Diseases and Radiological Health (CDRH), shipping and logistics procedures, National Highway Traffic Safety Administration (NHTSA), Foreign Trade Regulations (FTR), Office of Foreign Assets Control (OFAC)
- Must have excellent communication, presentation and customer interface skills with a keen eye for detail
- Ability to prioritise multiple competing projects; and is flexible, adaptable, collaborative and follows-through
- Must operate with the highest level of ethics, integrity, confidentiality, and be dependable
- Strong organisational skills and ability to work independently with limited supervision
- Ability to search, interpret, and apply complex government regulations in actionable activities as appropriate
- Must be able to accurately communicate ideas, always operate on a professional level and provide solutions to challenging issues
- Willingness to continue to learn, grow, and take on stretch assignments
- Excellent computer and MS Office skills to report in a variety of formats using Word, Excel, Visio, PowerPoint, PDF

COMPENSATION

The Company offers a competitive compensation and benefits package, including salary and company stock.

APPLY

Click "Apply" below or use form in the Contact section – quote the reference number HR-COR-0016. Only the shortlisted candidates will be contacted. Thank you for your interest.