



Job Description

Job Title:	Trade Compliance Analyst
Department:	Trade Compliance
Reports to:	Director of Trade Compliance
Prepared date:	September 06, 2022

Summary

Contribute to the growth of XB Fulfillment's Compliance Department by aligning with the needs of both internal and external customers by ensuring internal controls and trade compliance.

Major Duties and Responsibilities (other duties may be assigned)

Provide excellence in customer service.

Understand and utilize the U.S. Customs Harmonized Tariff Schedule, with emphasis to CH 61 and 61 for textile and apparel.

Utilize systems/tools to classify based on product descriptions and information provided by customers.

Identify and obtain necessary information to appropriate classify products.

Provide support and verification for applicable FTAs and preferred programs.

Research regulations by reviewing regulatory bulletins and other sources of information.

Keeps other departments informed of requirements by researching regulatory information.

Audit import and export entries for accuracy.

Assist in develop and maintenance of processes and related SOPs.

Continually seek improvement in procedures and services.

Support the development and implementation of consistent procedures to promote compliance with applicable laws related to government regulations.

Maintain strong communication with Supervisor, Import/Export, Customer Service and Fulfillment Managers.

Interface with CBP, government agencies, Customs Broker and Forwarder.

Process reports by collecting, analyzing, and summarizing information.

Assist with the development of KPIs, monitor metrics and perform periodic performance reviews on Customs Brokers.



Stay updated on relevant trade compliance laws and regulations.

Assist with special projects.

Qualifications

Customs business understanding

Knowledge of 19 CFR

FTC Labeling Requirements understanding

Knowledge in HTS classification.

Knowledge of ACE reports.

Textile knowledge preferred

Ability to work with Microsoft Office (Word, Excel)

Organizational skills, detail oriented, multi-task, flexibility

Research, excellent conflict resolution/creative problem solving and follow-up skills

Ability to articulate clearly through written and oral presentation

Ability to work independently and within a team environment

3 - 5 years relevant work experience in a compliance environment

Contact Information:

Please send your resume to edonate@xbfulfillment.com