

JOB DETAILS:

Job Name: Trade Compliance Analyst

SUMMARY:

The position will support Allegion's Trade Compliance organization in driving regulatory compliance with import, export and FTA rules, legally minimizing duties and fees, facilitating cross border clearances, promoting trade automation, and supporting strong customer service with internal and external stakeholders.

DUTIES AND RESPONSIBILITIES:

Job Duties (Summary): Supports tariff classification, entry facilitation, as well as US Customs value reconciliation filings. Conducts periodic audits of organizational operations. Supports various projects, including drawback claims, new product development projects, etc. Conducts research, prepares analysis and clearly and concisely communicates key findings on various departmental projects.

- Supports business wide compliance of government regulations concerning import, export, and free trade agreements (FTA).
- Interfaces with many organizations to determine and/or validate classifications, valuation, country of origin, and marking requirements, including product development, production planning, procurement, manufacturing, logistics, accounting, and suppliers.
- Determines correct Harmonized Tariff classification for both import and export transactions and supports development and maintenance of a centralized HTS database.
- Researches customs regulations and rulings, determines regulatory or interpretive basis for each classification, and communicates with internal clients and external customs brokers.

- Determines Free Trade Agreement (FTA) qualification based on applicable Rules of Origin and helps prepare FTA certifications. Maintains appropriate documentation to substantiate origin determinations.
- Prepares duty refund claims, as well as duty paid or duty impact analysis.
- Supports development of an automated system to manage documentation and data required for import and export compliance.
- Leads the post entry import reviews to ensure compliance with customs regulations including examination of import entry documents, receiving, and payment.

QUALIFICATIONS:

Experience and Education: Requires at least 5 years of experience in trade compliance, with over 10 years preferred. Must possess comprehensive knowledge of trade compliance. Candidate should have Bachelor's degree. Candidates with a US customs broker license are preferred. Spanish a plus. Must have strong skills with Excel.

Competencies: Performs work under minimal supervision. Able to decipher complex issues and problems. Ability to work as part of a team. Sound decision-making skills. Strong oral and written communication skills. Ability to build collaborative relationships. Strong analytical thinking skills. Good judgement.

Please email resume to:

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