



Hemisphere GNSS

Job Title: Manager Import / Export Trade Compliance
Location: Scottsdale, AZ Or remote
Department: Operations
Reports To: Director of Operations

To Apply send your resume to:

Aebert@hgns.com or
HR@hgns.com

Full-Time **Part-** / **Exempt** **Non-Exempt**
Time

Summary

Primarily responsible for ensuring import & export trade related compliance requirements across all HGNS locations. Provide guidance on international logistics (both ocean & air). Key interface with Logistics & Warehouse Manager, Sales Operations, Supply Chain, and Shipping. Responsible for global business and departmental goals.

Essential Duties and Responsibilities

- Liaison with US Governments Customs & Trade interpreting and verifying compliance to all import & export requirements.
- Develop and implement import / export compliance structure with verification of all HTS codes for Import / Export
- Coordinate and consolidate domestic and international systems to support international shipments.
- Interpret and understand transportation laws, rules and regulations regarding shipping and prepare applications for import/export control certifications and licenses.
- Manage reconciliation program as a self-filer and with freight forwarders and prepare filings for duty drawback and post summary corrections.
- Provide guidance on FTZ (Foreign Trade Zone) subzone operation.
- Maintain high compliance rate for both import & export.
- Conduct training on trade compliance and logistics to HGNS Team members
- Work with Logistics Manager to develop & maintain inbound and outbound shipping procedures – including rules to ensure that the company's legal compliance and control are within government rules and regulations, including appropriate licensing for shipments
- Ensure data integrity in Syteline / CSI-10 ERP system, HTS Codes and established procedures
- Work with IT to implement EDI projects to automate logistics process globally
- Serve as escalation point for issues beyond project team authority; resolve conflicts involving import / export, lost freight, freight delays, scheduling, resources or technical issues.
- Stay informed of potential Customs issues, delivery difficulties, transportation delays or technical questions during the shipping process and resolve any problems that may arise and/or effect movement of products.
- Ensure lowest cost transportation by analyzing company & customer needs, researching transportation methods, auditing carrier cost performance.
- Prepare reports and recommendations for improvements and changes to the in-bound and out-bound movement of products.
- Work with Sales, PM, and Quality Assurance to prepare documents, (check lists, packaging instructions, shipping documents) required to drop ship products from our Chinese Contract Manufacturer's
- Direct the activities of those who contact vendors, customers & carriers to coordinate any problems such as misdirected / damaged goods
- Coordinate with Service and Repair department to meet requirements
- Report to the Operations management team, keeping them apprised of developments and issues that affect the company
- Maintain compliance with all company policies and procedures / Perform other duties as assigned by supervisor
- Travel will be required to other locations both domestically and internationally up to 10% each year

Supervisory Responsibilities

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Education and/or Work Experience Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- Bachelors or Associates degree in Business or Supply Chain or related field
- 5+ years Logistics & Trade Compliance / Prefer Licensed Broker with US Customs
- 5+ years management experience
- 3+ years material planning, Supply chain management, inventory control experience
- Memberships various trade compliance organizations for updates on various compliance related topics
 - International Compliance Professionals Association (ICPA)
 - American Association of Exporters & Importers (AAEI)
 - National Association of Foreign Trade Zones (NAFTZ)
 - Knowledge of United States-Mexico-Canada Agreement (USMCA)

Practical/Technical Skills

- Knowledge of US Import and Export Trade & Shipping Regulations
- Knowledge of shipping/receiving and inventory management
- Supply Chain Management

Computer Skills

- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Proficient with ERP systems (5+ years) Syteline / CSI-10 Preferred