



JOB POSTING

Import/Export Compliance Analyst

Server is a company built on integrity, quality and innovation. We strive to reach effective team work, lasting client relationships, consistency in quality and employee enjoyment. We support our community by giving back. We support our employees by creating a team atmosphere, providing a safe and clean environment, and by offering competitive benefits. Server hosts company activities throughout the year to celebrate our employees. Located in a rural area off of HWY 41, we have an ideal location at our Richfield office.

The Import/Export Compliance Analyst's primary role is to understand import/export laws and regulations and help Server Products maintain and improve compliance with US export and import regulations. The Analyst develops and manages internal and external relationships with Server employees, customers, vendors and suppliers, and with various compliance groups in order to effectively manage our compliance requirements for import and export transactions. This employee makes decisions and guides others at Server Products to understand and satisfy the intricacies of import and export compliance.

Essential Duties and Responsibilities-

- Consults with Customs Broker/Freight Forwarder as needed to answer any questions
- Monitor and ensure proper compliance around Routed Transactions
- Determine country of origin and duty preference eligibility under free trade agreements ("FTAs")/preferences
- Obtain required end use/end user information and where required certificates.
- Makes import/export compliance decisions, including component classifications and qualifications for export and analysis of document for import compliance.
- Works closely with the appropriate departments to answer compliance related questions, including best choice of incoterms, certificates of insurance, and credit considerations.
- Responsible for ISF/EEI filings related to import/export compliance. Updates at least annually. Maintains appropriate records of qualification for various trade agreements.
- Directs the research of the engineering team in order to gather the right information for making qualification and classification decisions.
- Represents Server Products at meetings of local, regional, and state import/export compliance organizations.
- Networks effectively at the state level to protect Server Products' interests as an importer/exporter of goods.
- Maintains Server's import/export compliance manual.
- Trains employees, as requested, in the basic requirements of import/export compliance.
- Oversees the bi-annual compliance audit and manages any corrective actions needed.
- Applies risk management thinking when reviewing compliance questions, making the best business decision for the situation. Performs other duties or responsibilities as requested or required

Education-

- Bachelor's degree in business or operations management preferred
- Associates degree with 3 years applicable work experience in compliance can be substituted.
- Coursework on Importing and Exporting such as Certified Customs Specialist, Certified Export Specialist or NASBITE (Certified Global Business Professional)

Experience –

Minimum 2-3 years of experience in an import/export compliance role for a manufacturing company.

Job Skills Requirements-

- Analyzes situations and problems using fact-based problem solving methods.
- Works safely, following all job requirements for safety.
- Ability to value another employee on his or her own capabilities.
- Makes decisions based on facts and data.
- Is willing to be open to alternate ideas and changes to process.
- Clearly expresses oneself orally and in writing.
- Capable of interacting at all levels of the organization.
- Able to influence others to understand compliance requirements and process controls.
- Able to make decisions within job responsibilities with minimal oversight.
- Ability to work independently or serving as a member of a team.
- Knowledge of HTS/Schedule B codes
- Working knowledge of INCOTERMS 2010
- Knowledge of documentary requirements for Import and Export transactions

Benefits (for full-time employees): Vacation Time, Paid Holidays, Sick/Personal Days, Medical & Dental Insurance, Wellness Benefit Plan, Short Term Disability, Life & AD&D Insurance, Retirement Savings Plan (401k), Profit Sharing Plan, Employee Assistance Program, Tuition Reimbursement, Annual Company Activities Service Awards