



TITLE: Export Compliance Specialist

DEPARTMENT: Logistics

REPORTS TO: Director of Corporate Logistics

Job Summary:

Responsible for all day to day work related to International shipping and Customs compliance to include completing and managing all export paperwork, handling brokerage issues, and ensuring quality, accuracy, and compliance regarding the flow of information, orders, and shipments.

Job Responsibilities:

- Maintain vendor letters granting permission for sale of goods internationally
- Maintain a list of eligible SKUs for international shipment and obtain appropriate information for classification
- Review and code brokerage invoices to the appropriate internal division account numbers
- Review all brokerage packets for accuracy of information submitted to Customs
- Setup export shipments in the international bill processing system in preparation for payments
- Review all wire transfers, PO's, invoices, and customs paperwork to ensure accuracy with Customs and compliance for all divisions
- Obtain and provide necessary style information to ensure correct tariff classification
- Maintain internal (Access) and external databases for export related information
- Maintain transfer pricing updates
- Audit SKU information for compliance
- Resolve all issues and corrections pertaining to broker(s)
- Complete preparation of eligible styles for duty drawback as needed

Education and Experience:

- 3 years experience in exports with regulatory knowledge
- Tariff classification experience preferred
- Specialty retail experience preferred

Functional/Technical Competencies:

- Expert skill level in MS Office applications (Word, Excel, Access, etc.)
- Ability to understand priorities and expedite work as necessary
- Ability to work with all internal associates and external business contacts while conveying a positive, service-oriented attitude

Behavioral Competencies:

- Strong attention to detail
- Effective communication skills (verbal and written)

Interested applicants can send resumes to careers@genesco.com.

This job posting represents an overview of the responsibilities for the above referenced position and is not intended to represent a comprehensive list of responsibilities.