



Company	MHI Shared Services Americas Inc.
Job Title	Import/Export Compliance Specialist
Location	Houston, Texas or Central Florida
Salary Range	Commensurate with Experience
Relocation Assistance	No

This position works with multiple business units to ensure import/export activities are in compliance with local rules and regulations. Candidate requires working knowledge of global country harmonized tariff schedule classifications, Schedule B classifications and export control classifications. The ideal candidate will serve as subject matter expert for Latin American import/export trade compliance-not responsible for day-to-day import/export ops. Aero ITAR/EAR classification knowledge and experience a plus. Performs other trade compliance duties as assigned.

Job Description / Responsibilities

- Works with business units to ensure import/export activities are in compliance with local rules and regulations;
- Researches and determines U.S. and LATAM HTS and ECCN classifications for finished goods, tools, raw materials and technical data; emphasis on HTS chapters 72, 73, 84, 85 and 98;
- Maintains classification support; determines applicable OGA requirements, inputs classifications and OGA determinations into classification database;
- Demonstrated knowledge of special trade programs such Free Trade Agreements, GSP, Anti-Dumping, VAT, Duty Drawback and other reduced duty programs for North America, Latin America and South America;
- Assists with import trade agreement certificate collection, reviews and country of origin verification;
- Assists in providing import/export compliance guidance in support of contracts, procurement, sales, business development, logistics, and other stakeholders;
- Assists in monitoring government trade and industry developments;
- Ensures proper import/export recordkeeping requirements are met;
- Conducts Restricted Party Searches and/or assists in the escalation process for resolution;
- Assists with trade compliance audits to verify internal controls and procedures (Post Import Entry Audits, Export Filings, Routed Exports, Drop Shipments);
- Assists with strategic projects to improve efficiency, compliance and cost reduction initiatives;
- Performs other duties as assigned



Qualifications

- Bachelor's degree in business, international trade, engineering or other related field from a regionally accredited university or college or equivalent work experience
- Knowledge of the Export Administration Regulations (EAR), Office of Foreign Assets (OFAC), Foreign Trade Regulations (FTR), Non-US export controls, the International Traffic in Arms Regulations (ITAR), and US and Global Customs Regulations.
- Minimum 5 years of hands on import/export experience
- Experience with LATAM countries preferred
- Experience in product qualification for preferential free trade agreements
- Experience in researching and classifying software, hardware, encryption items and technology
- Aero ITAR/EAR classification knowledge and experience preferred;
- Critical thinking, problem solving, analytical skills, multi-tasking and attention to detail
- General knowledge of Microsoft Office products, SharePoint and ERP/MRP software; SAP preferable
- Ability to work independently and collaboratively
- Fluency in English and business Spanish
- U.S. citizenship required

Contact Information to Apply

Email resume & cover letter to: Stew0271@gmail.com