

Job Title	Import & Export Compliance Supervisor
Business Unit	ODC
Function/Region	Legal and Corporate Affairs
Location	Edison, NJ
Leader	Government Compliance Manager
People Leadership	2 Direct Reports
Job Level	4B
Role Purpose Manage WGS's daily import clearance and export activities in a compliant, efficient and cost effective manner. Ensure duties, taxes and fees are paid accurately and timely to the government. Supervise and monitor work of your direct reports, in addition the mentoring, training and development of the team. In this role, you will work in a cross-functionally in developing and executing solutions as required by the business, and act as a subject matter expert with a focus on TTB & CBP issues.	
Accountabilities <ul style="list-style-type: none"> • Manage timely preparation of customs entries, ISF filings, payment of duties and fees; review import documentation; recordkeeping and submit TTB Monthly Statutory Reporting • Manage CBMA program and file refund claims; oversee and maintain the CTPAT program • Obtain Government approval for labels and formulas required to lawfully operate the business • Assign and maintain correct US HTS & FDA product classifications • Troubleshoot issues relating to shipment delays and discrepancies with government agencies, and vendors; resolve tax payment and reconciliation issues • Communicate, enforce, and maintain department policies and procedures to ensure compliance with Government regulations • File PSCs, protest, prior disclosure, etc., with US Customs • Conduct routine audits of bonded inventory and import entries; respond to CF28s and other inquiries receive from CBP, TTB, FDA, etc., • Support Manager on strategic projects, department trainings • Other duties as assigned 	

Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Listens, consults others and communicates proactively
- Supports and cares for others

Applying Expertise and Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organizational departments and functions

Planning and Organizing

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organizes resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

Delivering Results and Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Adapting and Responding to Change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary

- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

- Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
- Seeks progression to roles of increased responsibility and influence

Skills and Qualifications:

Essential:

- Bachelor's Degree or equivalent work experience
- U.S. Customs Broker License or 5+ years of supervisory experience in Customs brokerage operations
- Working knowledge bonded warehouse entries (Type 21 & 31)
- Experience with filing PGA (FDA & TTB) entries
- Knowledge of US Export and Import regulations relating to alcohol beverages
- Competence with ACE portal and running adhoc reports
- Computer Literacy – Word, Excel, PowerPoint
- Detail oriented, thorough and able to work at a fast pace when necessary
- Ability to coach, train, and develop staff
- Proven record of successful application of problem solving techniques and process improvement
- Ability to work co-operatively alongside others while retaining the capability to form and articulate independent views and opinions
- Self-motivated with a positive and solutions driven attitude
- Good quantitative, communication, analytical and critical thinking skills
- Effective time management, attention to detail and organizational skills
- Strong influencing skills at all levels
- Excellent interpersonal and communication skills
- Ability to exercise discretion and judgement in the interpretation of the Government regulations
- Project Management skills
- Ability to work independently and meet deadlines

Desirable:

- Knowledge of Manufacturing Processes, coupled with experience in fast moving consumer goods manufacturing preferred
- Fundamental knowledge of 19CFR & 27CFR