



Global Job Title	Customs Import/Export Analyst
Job Level	5
Location	Edison, NJ
Business Unit	ODC
Function	Government Compliance
Leader	Import/Export Supervisor
People Leadership	NA
Role Purpose Support the Government Compliance Team by reviewing, submitting, and recordkeeping of mandatory information to US Customs, FDA, TTB, and other Partner Government Agencies as required.	
<u>Accountabilities</u> <ul style="list-style-type: none">• Manage timely preparation of customs entries, ISF filings, payment of duties and fees; review import documentation; ensure compliant maintenance of all import/export files and records• Addresses diverse range of Inquiries related to Classification and Free Trade Agreement eligibility, documentation and compliance• Monitor import and export entries for proper and timely release.• Communicate with carriers, freight forwarders, US Customs, FDA, TTB and/or any Other Government Agency to make sure cargo is released and/or take necessary action if required to expedite cargo clearance• Communicate with Customer Service, Supply Planning, Logistics and intercompany counterparts with respect to booking, vessel sailings, shipment details and progress of shipments• Respond to CF28s and other inquiries received from CBP, TTB, FDA• File PSCs and protest with US Customs• Create, analyse and reconcile inventory, Fees/TTB payments and CBMA reports• Brainstorm and provide support for strategic projects	



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:

Deciding and Initiating Action <ul style="list-style-type: none"> Makes prompt, clear decisions which may involve tough choices or considered risks Takes responsibility for actions, projects and people Takes initiative, acts with confidence and works, Initiates and generates activity 	Working with People <ul style="list-style-type: none"> Demonstrates an interest in and understanding of others Adapts to the team and builds team spirit Recognises and rewards the contribution of others Listens, consults others and communicates proactively Supports and cares for others Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses
Relating and Networking <ul style="list-style-type: none"> Establishes good relationships with customers and staff Builds wide and effective networks of contacts inside and outside the organisation Relates well to people at all levels Manages conflict <ul style="list-style-type: none"> Uses humour appropriately to enhance relationships with others 	Writing & Reporting <ul style="list-style-type: none"> Writes clearly, succinctly and correctly Writes convincingly in an engaging and expressive manner Avoids the unnecessary use of jargon or complicated language Writes in a well-structured and logical way Structures information to meet the needs and understanding of the intended audience
Learning and Researching <ul style="list-style-type: none"> Rapidly learns new tasks and commits information to memory quickly Demonstrates a rapid understanding of newly presented information Gathers comprehensive information to support decision making Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback). Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation) 	Adapting and Responding to Change <ul style="list-style-type: none"> Adapts to changing circumstances Accepts new ideas and change initiatives Adapts interpersonal style to suit different people or situations Shows respect and sensitivity towards cultural and religious differences. Deals with ambiguity, making positive use of the opportunities it presents.

Skills and Qualifications:

- Bachelor's degree in a related field (Supply Chain, Business, Logistics, etc.)
- 3 + years of experience working with customs brokerage, freight forwarder, warehouse and site operations, carrier / drayage scheduling and distribution analytics
- Experience with ABI software and ACE Reporting
- Knowledge of US Customs Rules and Regulations - Import and Export / Bonded Warehouse compliance
- Strong interpersonal skills; team player willing to work in an environment where individual initiative and accountability to the team are required



- Must be able to work independently with limited day-to-day supervision
- Strong attention to detail and accuracy.
- Demonstrated adaptability, drive, and accountability
- Excellent verbal & written communication skills
- Ability to multi-task, prioritize, and manage time effectively.
- Proficient in Microsoft Office (Word, Excel, and Outlook).

Created by:	
Date:	
HRBP:	
Date of last revision:	