



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Senior Manager, Government Compliance
Business Unit / Group Function	ODC
BU Team / Sub-Function	US
Location	Edison, NJ
Team Leader	Director, Government Compliance
Team Members	2 direct reports
Job Level	4A
Role Purpose Manage and lead WG&S's daily import and export activities in a compliant, efficient and cost-effective manner. Support the Director of Government Compliance in ensuring compliance with all federal agencies with jurisdiction over imported/exported products. Ensure duties, taxes and fees are paid accurately and timely to the government. Supervise and monitor work of additional team members.	
Accountabilities <ul style="list-style-type: none">• Oversee and manage the timely preparation of customs entries, ISF filings, CBMA reports and reclaims, payment of duties and fees; review and preparation of import documentation, providing a compliant and efficient service to the US ODC; maintain records of all import/export files and government returns; all as required to support the ODC's business objectives.• Ensure strong levels of compliance in the delivery of functional service to the ODC• Assign and maintain correct US HTS & FDA product classifications.• Obtain approval for labels and formulas required to lawfully operate business• Troubleshoot and problem solve issues relating to shipment delays and discrepancies with government agencies and vendors; resolve tax payment and reconciliation issues.• Support the Director of Government Compliance in recruiting, managing and developing the government compliance team. Lead direct reports in line with the Director of Government Compliance's strategic vision for the function.• Communicate, enforce, and maintain department policies and procedures to ensure compliance with Government regulations.• Review and approve service provider invoices for payment.• File PSCs and protest with US Customs.• Conduct routine audits of bonded inventory and import declarations.• Respond to CF28s and other inquiries receive from CBP, TTB, FDA, etc.• Provide support for strategic projects, department training, and mentorship.	