SUMMARY

The Customs Compliance Specialist oversees imports and exports of merchandise from Elmer’s Toronto Distribution Center. This includes tracking shipment status, ensuring the accuracy of import and export documents, monitoring the performance of Elmer’s Customs broker and ensuring timely Customs clearance. The specialist works closely with carriers, brokers and internal departments to coordinate accurate reporting to involved government agencies and to minimize supply chain disruptions by proactively addressing regulatory requirements and striving for continuous process improvement.

This position provides support to the Logistics, Customer Service, Purchasing, Sourcing, Accounting and Supply Chain Departments.

ESSENTIAL FUNCTION OF THE JOB

Manage Elmer’s relationship with designated Customs broker by clearly communicating expectations, monitoring performance and providing feedback.

Review and approve Customs broker invoices to ensure accurate application of fees and transportation rates.

Audit Customs entries to ensure accurate declaration of value, HTS classification and tariff treatment and communicate adjustments to Customs broker.

Facilitate timely release of imported goods through communications with Purchasing, Customs broker and carriers.

Review Customs entry documents and retain them according to defined record retention policy.

Support NAFTA and General Preferential Trade programs through document review and communication with suppliers, Customs broker and EPI.

Track all overages, shortages and damages and report to CBSA as required.

Maintain information on adjustments to the price actually paid or payable, including tooling assists, royalties and price adjustments and report to CBSA as required.

Facilitate resolution of supply chain disruptions related to Customs or other government department requirements.

Maintain operation standards for customs procedures, including valuation, classification, entry review and record retention.

Coordinate preparation of documentation required for export shipments – commercial invoice, packing list and shipper’s export declarations.
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Maintain information on country of origin reporting.

Support supply chain security initiatives such as Customs-Trade Partnership Against Terrorism and Partners in Protection.

Maintain awareness of current and proposed Customs regulations related to Elmer’s business activities.

Minimize demurrage and/or detention charges through close monitoring of port arrival dates and scheduled delivery dates.

Maintain a firm understanding of hazardous material handling requirements and posses the ability to direct the customer in Dangerous Goods Declaration requirements.

Coordinate freight quotes as needed for expedited shipments.

Coordinate the movement of all direct shipments from Canadian suppliers to Elmer’s production facilities in the U.S.

QUALITY STANDARDS
Must be able to understand and follow established procedures, methods and reporting with strong attention to detail.

TEAMWORK
Actively participate in team meetings to improve business processes.
Support other business teams through active participation in meetings, project teams and information sharing discussions.
Work well with others and complete work with integrity.

EDUCATION/EXPERIENCE & SKILLS

Required:

1. Three or more years experience in customs brokerage, transportation and/or international trade.
2. Associate’s degree in Business with a focus in transportation, logistics, supply chain or a related field.
3. Knowledge of multiple modes of transportation, including containerized cargo, LCL freight, airfreight and trucking.
4. Knowledge of customs systems and procedures.
5. Knowledge of agencies governing international trade.
6. Intermediate knowledge of MS Office software.
7. Intermediate knowledge of ERP systems, preferably SAP.
8. Excellent attention to detail.
9. Strong analytical and problem solving skills.
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10. Strong verbal and written communication skills.
11. Ability to effectively research and obtain information via the internet.
12. Desire to learn and continuously improve.
13. Ability to work overtime as necessary.

Desired:

1. Familiarity with Canadian Border Services Agency processes and procedures.
2. Experience coordinating imports from China and other countries in Asia.
3. Bachelor’s degree in Business with a concentration in logistics, transportation or supply chain.
4. Experience facilitating clearance and delivery of freight between the U.S. and Canada.
5. Three to five years experience coordinating exports from the U.S. and or Canada.

To apply please submit your resume to:

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