

Foreign Trade Zone Administrator (FTZA) will be responsible for the day-to day operations of our 3 FTZs within operations and manufacturing. This position will also support several on-going I/T projects supporting FTZ operations and assessments. The FTZA should be familiar with receiving inventory control and manufacturing (inverted tariffs), as well as domestic and export shipping. The FTZA will need to have knowledge of Foreign Trade Zones Board regulations, and Customs regulations, and how these apply to FTZ operations. The FTZA must be aware of all aspects of operating a zone.

Location: North Carolina.

Primary responsibilities:

- Manages/processes daily Admissions into the FTZ (CF214) and weekly 3461 and 7501 filings.
- Ensures product movements into and out of the zone are properly accounted for in Customs filings.
- Performs daily inventory reconciliation between SAP and our FTZ software. Works with warehouse and within MRP software to troubleshoot discrepancies
- Will work alongside our FTZ manager to support a FTZ software conversion project in 2019
- Will actively support any new FTZ implementations as needed
- Maintains FTZ files and retain FTZ records as required by Customs law
- Manages exports from the FTZ (CF7512)
- Provides quarterly Harbor Maintenance Fee payments
- Performs quarterly internal audits of Zone operations and reports results to management.

Additional Duties:

- Drive cross-functional development and partnerships within the organization
- Consult with DC personnel on export procedures and documentation.
- Updating and maintaining the Operations Manual and exhibits.
- Will be responsible for maintenance of an audit system to verify compliance at the site.
- Monitors the savings associated with the FTZ operations.
- Provides annual FTZ reports as directed

Qualifications:

- **4-year College Degree** or Bachelor's degree with an emphasis focusing on international trade compliance (Preferred)
- Able to pass background check with **Immigration Customs Enforcement** (Mandatory)
- **> 2 years** of trade compliance experience; FTZ administration experience and/or a **Licensed Customs Broker** desirable
- SAP, EZFTZ, IP FTZ, WMS.net software knowledge required.

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