

Foreign-Trade Zone is needed for an International Trade Law Firm. This is a challenging opportunity working in import, export, and compliance law.

Location: Missouri

Primary Responsibilities:

- Structuring FTZ projects
- Preparing and filing Applications and Production Notifications with the FTZ Board.
- Assisting in all phases of the CBP/FTZ activation.
- Assisting in the setup of Inventory Control and Recordkeeping systems (ICRS)
- Preparation of FTZ Operations manual text and exhibits for CBP and incorporation of any required interface of Partner Government Agencies (FDA, NHTSA, EPA, USDA, etc.) in operation of FTZ
- Assisting in the preparation and filing of Applications for Activations
- Analyze specific company operations and incorporate procedures in the FTZ Operations Manual and ICRS in accordance with CBP and other government agencies
- Research legal, administrative, and internet resources

Qualifications:

- Candidate must have basic import/export compliance knowledge.
- Candidate will work directly with the Foreign-Trade Zone Director and with multiple attorneys, legal assistants, and will have direct client contact.
- Background in Import and/or Export Compliance, Logistics, and Operations
- Ability to travel for work.
- Knowledge of International Trade/Economics
- Knowledge of CBP and PGA's Automation (ACE)
- Attention to detail with strong work ethic.
- Demonstrated organizational skills
- Excellent communications skills (verbal, written, presentation) to explain subject matters at client meetings

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