



Document Title: **Import Specialist**

Written By: **L. Brownell**

Date: 1/26/2022

1. Scope

- Import Specialist
- Reports to: International Traffic Manager
- Hourly, Non-Exempt position
- Location: Olathe, KS

2. Purpose

Primarily responsible for the management of TVH Parts Co. compliance in properly managing imports in accordance with customs regulations.

3. Essential Functions & Responsibilities

- Be trained in the import regulations to ensure TVH complies with regulatory laws for International Shipments
- Resolve discrepancies with import entries with customs and TVH customs broker
- Identify tariff classification of products for purposes of import clearance and working with TVH Belgium to manage the HTS code within the materials database, as needed
- Ensure timely and accurate responses to broker requests and provide custom clearance instructions for imports
- Ensure shipments have minimal delays clearing customs and meet all regulatory requirements
- Maintain accurate records and complete record keeping of all import transactions
- Conduct and maintain Import Reconciliation and ACE Reports
- Responsible for retrieving and analyzing necessary import data for Duty Drawback claims
- Work with Compliance Manager to develop and implement TVH Import Compliance Program
- Respond to CF 29/ 28's Notice of Action that may be received from Customs
- Track containers to minimize demurrage/detention fees
- Work with Compliance Manager to execute policies to maintain compliance with C-TPAT
- Manage Free Trade Agreement project to ensure compliance under NAFTA and other FTA's

4. Supervisory Responsibilities

- No direct reports

5. Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to effectively interact and collaborate with internal and external stakeholders

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- Demonstrated ability to make recommendations to effectively resolve issues by using judgment that is consistent with standards, practices, policies, and regulations
- Proficient working knowledge and ability use Microsoft Word and Excel
- Demonstrates effective organizational and project management skills
- Demonstrated ability to work alone and effectively manage and prioritize multiple tasks
- Ability to recommend solutions while ensuring compliance with Customs regulations, rules, and policies
- Ability to work in a highly dynamic, challenging environment where managing multiple tasks is routine
- Demonstrates professionalism, discretion and confidentiality

6. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to regularly walk. The employee is frequently required to sit and use hands to finger, handle, feel and talk or hear. The employee is occasionally required to stand, climb or balance and reach with hands and arms.

7. Working Conditions & Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works near moving mechanical parts.
- Some activities will be performed in a warehouse environment with seasonal climate.
- The noise level in the work environment is loud.

Send resumes to brian.brazil@tvh.com.