

JOB TITLE:	Customs Brokerage FTZ On-Site	DEPARTMENT:	Customs Brokerage
DIRECT REPORTING STRUCTURE:	Customs Brokerage Operations Manager	INDIRECT REPORTING STRUCTURE:	Customs Brokerage Manager

SUMMARY DESCRIPTION:

This is an on-site operations & compliance position at Honeywells El Paso Foreign Trade Zone (FTZ). This position requires you to report on-site at the customers facility 5 days per week (Monday – Friday).

WHAT YOU DO:

This section lists job-specific tasks and duties, such as the ones listed below, that are completed on a regular basis by the employee or by Honeywell.

Service and Responsibilities:

- P = perform, • A = advise

Functional Description	Supplier	Honeywell
Coordination and completion of FTZ documents, e.g. 214's with data provided by Honeywell.	P	A
Work with broker & on-sites to facilitate flow of data elements and paperwork seamlessly to meet daily and weekly deadlines.	P	A
Facilitate successful execution of complex transactions using skills acquired from training or experience. Honeywell personnel will review transactions before they are finalized.	P	A
Fluent in all aspects of FTZ inventory control and recordkeeping systems (data entry, reporting, and analysis).	A	P
Assign correct classification for products being entered that do not reside in the master parts database.	A	P
Work internally with engineers and Honeywell compliance to obtain missing shipment data.	P	A
Update Honeywell's operating system (SAP or CAT) with missing shipment details or other compliance information.	P	A
Provide training to relevant parties (broker, Honeywell staff) as it relates to FTZ compliance.	A	P

Deliverables of the Import Compliance Analyst (ICO) position.

- Work with Honeywell compliance staff to ensure imports into El Paso FTZ are executed in compliance with all applicable US Customs laws & regulations.
- Assist with management of the Honeywell FTZ import compliance program to ensure proper application and execution of Customs laws, processes, and procedures.
- In conjunction with Honeywells direction, provide import compliance guidance to all relevant functions within the FTZ.
- Ensure proper execution of Customs documentation
- Work with Honeywell compliance personnel to communicate with local broker (Expeditors), monitor performance, and address local service issues.
- Serve as a subject matter expert on FTZ's.
- Interface with US Customs on a need to basis.

WHAT QUALIFICATIONS YOU BRING TO US :

- Experience with US Customs Brokerage Services
- Solid understanding of the Expeditors culture & expectations.
- Proficient computer skills (Word, Excel, and familiarity with PowerPoint)
- Must be legally authorized to work in the United States
- Must not require future sponsorship for employment Visa
- Must have the ability to work overtime in support of department needs
- Fluent in English, both written and verbal. Fluency in Spanish while not required will be beneficial in this role.
- Ability to multi-task and prioritize throughout the workday while remaining focused and organized
- Demonstrated ability to be pro-active in thought and action
- Strong organization skills
- Analytical with strong attention to detail
- Effective interpersonal skills, including proven ability to listen, comprehend, effectively communicate clearly and concisely to obtain positive results
- Ability to work independently and in a collaborative team environment
- Excellent written, verbal, and interpersonal communication skills.
- Comfortable with numbers and basic mathematical skills
- Has a demonstrated strong work ethic, and reliability
- Comfortable working at a customers facility
- Must be able to commute to the ELP buildings as needed
- 2+ years of Customs Broker's specific knowledge is preferred

WHAT WE EXPECT FROM YOU:

Expeditors Key Performance Expectations

This section lists the core business-critical performance expectations applicable to all Expeditors employees, regardless of position, and should not be edited. Note that these expectations are found in employee's My Development Plan view (listed in the SKILLS tile) and in the employee's performance evaluation in the Professional Development Center.

- **Exceptional Customer Service:**
Exceeds customer expectations by anticipating, understanding and meeting needs. Is proactive and when issues arise, is timely and resolute in solving problems, including escalating to management when necessary. Builds rapport and exhibits empathy during interactions, and consistently strives to improve customer satisfaction with customers. (This skill expectation applies both externally (customers, service providers) and internally (other Expeditors offices/employees).
- **Job Execution:**
Consistently completes quality work that matches job expectations. Is committed to operational excellence and continuous improvement for own job function and across the network. All activities are compliant with company policies/procedures and code of business conduct and with government regulations.
- **Reliability:**
Consistently meets deadlines. Is punctual and can be relied on for planning purposes. Is organized, manages own time effectively and can prioritize.
- **Collaboration:**
Displays a willingness to accomplish not only his/her own job responsibilities without the need for constant prodding but is willing, without request, to aid and assist others to the benefit of the company and/or customers. Works in harmony with superiors and fellow workers without incident or delay.
- **Communication:**
Effectively listens to others and communicates (verbal and written) in a professional manner, both internally and externally. Provides relevant and timely information to co-workers, customers and service providers. Answers phone calls and responds to voicemails, emails and other communication according to Expeditors' standards.
- **Culture:**
Exhibits and promotes the company's 10 cultural attributes: Appearance, Attitude, Confidence, Curiosity, Excellence, Integrity, Pride, Resolute, Sense of Humor, and Visionary.

- **Personal Growth and Development:**

Participates in training within the company's guidelines, completing at least 52 hours of relevant training per year. Completes required training in a timely manner with minimal reminders. Pursues professional development goals for self, including participating in a development plan as appropriate.