

# Job Posting

## Custom Compliance Specialist

### Reports to: Supply Chain Manager

#### Summary

This job description is for the primary person responsible for performing and managing a variety of tasks/activities related to the Import Customs Compliance operations of Mizuno USA. Customs Compliance activities include HTS classification of apparel/footwear/sporting goods equipment products, management of ISA, CEE, CPSC, C-TPAT, FTZ programs, and working with the Customs broker and external advisors on a daily basis.

#### Receive Assignment From

Supply Chain Mgr

#### Essential Duties and Responsibilities

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.

- Serve as primary point of contact for Mizuno USA with US Customs and Border Protection (CBP) National Accounts Manager and Apparel, Footwear and Textiles Center of Excellence office.
- Assist in review of new products and determine the proper HTS classification. Collect supporting documentation required for classification and maintain records for future reference. Record the appropriate HTS classification in Mizuno systems and distribute to Customs Broker for proper import filing.
- Monitor ongoing changes to the Harmonized Tariff Schedule to determine if current product classifications remain or must be changed to conform to the updates.
- Assist in Audit of shipment documents from foreign origins. Perform post-entry audit of Customs entry documents for proper HTS classification, value, and quantity.
- Execute the company's First Sale program by collecting commercial invoices, preparing comparison of 1st sale and 2nd sale invoice values, and submitting information to Customs broker for filing a Reconciliation to Customs to receive duty refunds.
- Manage the company's C-TPAT program including the collection of information and updates to the C-TPAT portal.
- Manage Foreign Trade Zone customs related activities
- When necessary submit Post-Entry Amendment's (PEA) prior to liquidation by filing with Customs and Border Protection (CBP)
- Insure timely and accurate submission of Importer Security Filings (ISF's) to Customs for all ocean shipments.
- Prepare and submit ruling requests to US Customs and Border Protection (CBP).

- Oversee the maintenance of the General Certificates of Conformity, complying with the Consumer Products Safety Commission.
- Be the lead for responding to Customs Requests for Information (CF28's).
- Assist with ISA audits and work with external auditors for issues related to Customs Compliance. Submit ANL as required for ISA participation.
- Monitor quantity declared to Customs vs. the quantity actually received, and prepare reports.
- Provide internal training activities to support CBP programs and Mizuno adherence to import compliance
- Assist Supply Chain Planning Manager with other activities related to Customs Compliance, Logistics, and Transportation.

### Basic Qualifications

- Hands-on experience and understanding of Customs Compliance including HTS classification, valuation, and Customs entry process
- General knowledge of Customs regulations, transportation modes (air, ocean, rail, ground) and international trade and logistics
- High attention to detail, thorough, very detail oriented, and strong commitment to ensure that the company maintains the highest level of Compliance with US Customs.
- Experience utilizing integrated Import Order Management systems
- Strong PC skills, including Excel, Word, and Access (intermediate to advanced level required)
- Prefer Licensed Customs Broker

### Other Qualifications

- Prefer experience in the apparel/footwear industry
- Prefer experience with JD Edwards ERP system
- Excellent written and verbal communication skills in English; excellent grammar and punctuation required
- Must be neat, organized, and self-motivated
- 4-year college degree preferred

### Physical Demands/Essential Functions

The position generally requires sitting at a desk, in addition to standing and walking.

### Work Environment

Relatively quiet, no outside weather exposure

**If you feel you meet the qualifications for this job, please notify Zach Schmits at [zach.schmits@mizunousa.com](mailto:zach.schmits@mizunousa.com). Please be mindful that all candidates must notify their Supervisor before they will be considered.**

**Whenever possible, Mizuno USA, Inc. strives to promote from within if the skills and necessary qualifications meet the requirements for the position. Internal and external candidates will be considered for the position and the best candidate will be hired.**

**Mizuno USA, Inc. is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, disability, veteran status or other protected classification.**

**EOE M/F/D/V**