

Basics

Job Title Trade Compliance Custom Administrator I
Reports To Supply Chain Manager
Location Greater Atlanta Metro (Hybrid)
FLSA Status Exempt
Direct Reports No

About Mizuno

Mizuno USA's roots trace back to its parent company, Mizuno Corporation. Mizuno Corporation was established in Osaka, Japan in 1906 by Rihachi Mizuno. Today, Mizuno USA is located in Peachtree Corners, GA and continues to manufacture and distribute high quality golf, baseball, softball, Team Sports, track & field, and volleyball equipment, along with apparel and footwear.

Since our founding, we have taken special pride and pleasure in being able to participate in the exciting world of sports and providing sports equipment of the highest quality. Each and every one of us is guided by the ideal of true sportsmanship. That was true over 100 years ago and is still true today. It is evident in our corporate philosophy which, simply stated, is "Contributing to society through the advancement of sporting goods and the promotion of sports."

Are you a competitor driven by overcoming extraordinary challenges? Are you motivated by being a critical team member? Do you aspire to join a brand that makes a difference in the communities we serve? Mizuno USA is seeking top performers like you carry on the legacy of one of the world's most iconic sporting goods brands.

Every Mizuno USA teammate is a champion of our Mission and commitment to one another and athletes everywhere as they strive for ultimate achievement at every level of competition. Let us know if you're game-ready!

Summary

The Trade Customs Compliance Administrator oversees and directs import and export operations in compliance with tariff and customs regulations. This role creates customs documentation and ensures that shipments comply with applicable import and export laws.

Essential Duties and Responsibilities

The Trade Customs Compliance Administrator will perform tasks like the following:

- Assist the Manager with maintaining Mizuno's FTZ Program and ensuring compliance, including record-keeping, document preparation, and attendance during compliance visits
- Monitor and review customs clearance for daily shipments, providing instructions and supplemental information to third parties as needed
- Collaborate with Mizuno's corporate offices in Japan to ensure conformance to the Harmonized Tariff Schedule (HTS)
- Work with internal team members and an external classification firm to review new and current products and determine the proper HTS classification
- Maintain HTS data across related databases, ensuring accuracy and integrity of information
- Provide timely and accurate reports to third-party stakeholders, including customs broker

- Actively monitor inventory of imported raw materials in the ERP system
- Maintain/create Children's Product Certificates and General Certificates of Conformity based on lab test reports from product team
- Manage compliance with Partner Government Agency (PGA) requirements
- Issue quarterly Antidumping and Countervailing Duties (AD/CVD) certificates to expeditors
- Calculate and issue quarterly Harbor Maintenance Fee (HMF) fees
- Issue Claims with both our insurance provided as well as forwarders
- Attend Quarterly Business Reviews with Expeditors & Consultants
- Work with third party consultants to maintain monthly shipping schedules, in conjunction with our First Sale for Reconciliation Duty Savings Program
- Assist the Manager with internal and external audit programs, including coordination of schedules, audit participation, and issuance of audit reports
- Maintain current knowledge base related to FTZ and other trade compliance topics, through ongoing training and education
- Maintain internal policies and procedures, including FTZ Manual, Supplier Compliance Manual, Customs Compliance Manual, and First Sale/Recon Compliance Manual

Qualifications

- Four-year college degree in Business or a related field
- Hands-on experience and understanding of Customs Compliance including HTS classification, valuation, and the 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 committed to maintaining 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)
- Excellent written and verbal communication skills in English; excellent grammar and punctuation required
- Must be a team player with multi-tasking abilities, have a client focus and work effectively in a time sensitive environment
- Must be neat, organized and self-motivated
- Prefer Licensed Customs Broker
- Prefer experience in the apparel/footwear industry, strength in apparel classification
- Prefer experience with JD Edwards ERP system
- Prefer experience with Foreign Trade Zones (FTZ)
- Prefer experience with Customs Trade Partnership Against Terrorism (C-TPAT) program
- Prefer experience with Importer Self-Assessment (ISA) program

Physical Demands/Essential Functions

- Prolonged periods sitting at a desk and working on a computer in an open office environment.
- Must be able to lift up to 15 pounds at times.

Work Environment

- The noise in the work environment is usually moderate.

- Open office environment
- Low to moderate noise levels
- Overhead lighting
- Hybrid work from home arrangement

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

Visit <https://www.careers-mizunousa.com/jobs> to apply, or send your resume and cover letter to mizunocareers@mizunousa.com and include the Job Title in the Subject line.