

# IMPORT COMPLIANCE SPECIALIST

(Tariffs and classifications and imports, oh my!)

*Baltimore, MD 21230 (Locust Point, McHenry Row)*

In a world facing new challenges, a nimble but steady ship is more important than ever. Is there a seat on our boat for you? Want a career, not a job?

In a modern era where expertise is often devalued, Shapiro stands strong at 105-years old. We're so compliant that US Customs learns from us!

Shapiro is not your grandpa's shipping company. We have a track record of transparency, developing employees, and investing in our environment like office space and now...work-from-home technology. Our headquarters was named as a "Best Place to Work" again.

**Shapiro's next Import Regulatory Compliance Specialist** will be the internal and external resource for import regulatory issues focused on our customers' products and classifications. You will be knowledgeable in trade laws and regulatory requirements, as you'll be responsible for educating our customers and our internal import teams. You possess the determination to ensure our teams are processing transactions in compliance with CBP regulations (and PGAs).

## JOB DESCRIPTION

### Typical duties include:

Duties include providing excellent internal and external customer service in an engaging environment, improving your knowledge of U.S. Customs regulations, internal compliance development, and monitoring industry developments. The Import Regulatory Specialist will also assist with training materials, contributing to Shapiro publications, helping with outreach programs, and joining regulatory sales campaigns.

- Reviews and evaluates customers' products and provides classification advisories in compliance with Customs requirements.
- Monitors AD/CVD developments and communicates them timely.
- Serves as the resource desk to provide AD/CVD scope and other regulatory information to internal and external customers.
- Conducts regular regulatory audits.
- Assists with the creation and maintenance of both training material and regulatory sales products associated with regulatory developments.
- Assists with educating our customer and entry teams on regulatory changes.
- Serves as a resource on regulatory matters to Sales and client prospects.
- Contributes regularly to Shapiro's publications.
- Conducts recurrent training for members Entry Teams as required.

## SKILLS

Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to generate creative solutions and/or problem-solve. Project management skills to handle a variety of customers on your desk. Ability to utilize current tech tools to increase efficiency and innovate solutions.

- Very strong computer/tech skills (Excel, Office, proprietary databases).
- Critical thinker. Must be flexible, organized, detail-oriented, and team-oriented.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).
- Excellent written and verbal communication skills required for quoting, vendor management, and customer interaction.
- Skills, abilities, and aptitude to be cross-trained, step in, and contribute.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- The ability to work as an effective member of a team.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints. Reliable. Punctual. Organized.
- Discipline to implement and follow Standard Operating Procedures.

## EDUCATION AND EXPERIENCE

- Minimum of 2 years' experience in Customs brokerage and forwarding with focus on classifications.
- Licensed Customs Broker preferred but will consider those who have taken the exam or achieved the CCS.
- Educational background in Supply Chain Logistics or International Business (or internship experience) preferred.
- 1+ years' experience with PC, including Microsoft Office, databases, software, web-based applications, and vendor's systems.
- 1+ years of experience with PGA and ADD/CVD.
- FLSA status: Non-exempt / EOE / Starting salary: Depends on experience.

## ABOUT SHAPIRO

Samuel Shapiro & Company, Inc., a third-generation family-owned business founded in 1915, provides creative and flexible logistics services. With worldwide strategic alliances, Shapiro is the supply chain partner that delivers customized, compliant, and reliable solutions to address its customer's specific import and export needs. Only Shapiro has an experienced and personable staff that truly cares and commits themselves to proactively achieving its customers' business goals.

**CONTACT US!** Please send all resumes via email to: Rich Lucas, Corp Recruiter  
[rich@shapiro.com](mailto:rich@shapiro.com)