

Posted: February 14, 2023



POSITION ANNOUNCEMENT

TITLE: ASSOCIATE TRADE COMPLIANCE & LOGISTICS

DEPT: IRIS PASSCAL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$40,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: February 22, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This position is responsible for all areas of Logistics and Customs Compliance for PASSCAL supported science. It is focused on two aspects: Logistics Operations (80%) and Customs Compliance (20%).

Customs Compliance:

This position will have responsibility for Import/Export customs and trade compliance related to shipping PASSCAL equipment globally. The scope of the responsibility includes the global movements of all inbound and outbound equipment, management of customs brokers, interaction with Principal Investigators regarding equipment movement and requirements/policy, compliance and US government programs and development and implementation of internal operating systems and processes.

Logistics Operations:

In addition, responsibilities include broad support of logistics operations and Principal Investigator support transportation and activities to decrease costs, optimize equipment flow and improve customer service. The position works within a team environment to provide effective communication, input and decisions from multiple other departments.

JOB FUNCTIONS:

Customs Compliance 20%

- Develop and maintain standard operating procedures covering trade compliance in accordance with the compliance program.
- Continuously monitor government and industry developments (e.g. security, customs compliance, etc.) and maintain current information on all import/export regulations.
- Audit Import/Export documents to maintain compliance with Customs according to import/export regulations.

Logistics Operations 75%

- Provide logistics required for PASSCAL supported science and executes. This includes scope, timing, resources, processes, procedures and documentation to complete the logistics projects.
- Consult on PASSCAL staff operational procedures for verification of incoming and outgoing shipments, handling and disposition of equipment, and maintaining warehouse inventory.
- Provides regular reporting to senior management on logistics status/issues.
- Actively participate in creation of procedures and communication material that document logistic practices.
- Participates in establishing short- and long-term logistics objectives consistent with organizational strategy.
- Act as a liaison between the logistics and other departments

- Participates in planning and policy development issues.

Reporting 5%

- Provide weekly import/export status updates
- Provide quarterly logistics report
- Act as backup for dangerous good compliance (i.e. maintain IATA dangerous goods certification)

REQUIRED QUALIFICATIONS:

Bachelor's Degree in General Studies or 5-years progressive administrative experience. Strong analytical, negotiating, and problems solving skills. Proficient computer skills utilizing software (e.g. MS Word, Excel, etc.). Excellent small group and interpersonal communications skills. Communications at all levels of the organization. Strong organizational and time management skills. Ability to work independently and as part of a team. Ability to handle multiple projects simultaneously. Ability to deal with change. IATA Lithium Battery by Air Certification (can be attained after hire).

DESIRED QUALIFICATIONS:

Complete understanding of U.S. Customs and Border Protection Regulations (19 CFR), including knowledge of Customs' valuation and classification under the Harmonized Tariff Schedule of the U.S. and Canada. Understand country of origin and marking issues, record keeping requirements as they relate to imports/exports. Experience working with the appropriate U.S. Customs and Border Protection and Department of Commerce.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 5%	Sitting 90%	Walking 5%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu