



UTC OVERSEAS INC

IMPORT SPECIALIST JOB DESCRIPTION

ABOUT

An import specialist at UTC is a dynamic position that works in concert with our clients and their supply chain under a regulatory framework to facilitate the processing of international cargo into the United States

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

- Manage incoming documentation from the client, supplier or agent in email, track incoming shipments and prioritize the work to ensure timely filings
- Prepare Importer Security Filings and monitor/manage ABI messaging
- Prepare Customs entry documentation in compliance with U.S. Customs and Participating Government Agencies (PGA)
- Ensure that all required documentation is complete and compliant for assigned accounts
- Accurate and timely filings required
- Follow all applicable SOPs and Desktop procedures
- Monitor all filings to ensure release of goods has been obtained from CBP, PGA's and the carrier
- Respond promptly and professionally to client requests
- Attend training sessions to learn more about import compliance and keep abreast of changes in importing
- Attend in-house meetings and training sessions to become more knowledgeable about import compliance
- Assist the Import Manager and/or Team lead as required
- Arrange and track deliveries
- Timely service billing

QUALIFICATIONS

IMPORT SPECIALIST

- Attention to detail is critical
- Excellent customer service support
- Meet/Exceed key performance indicators
- Pass background check and drug test
- Ability to comply with UTC policies and procedures

SKILLS

- Experience in Microsoft applications
- Experience with SAP systems a plus
- Experience in Logistics, Customs entry writing a plus
- Customer service

EDUCATION

**CERTIFIED CUSTOMS SPECIALIST- CCS
OBTAINED AFTER STARTING POSITION**

CONTACT

compliance@utcoverseas.com
www.utcoverseas.com