



Job offering

- **Trade Compliance Specialist**

Main Activities

- Executing monthly/mid-year/annual compliance tests on Import, Export, Post Entry Analysis (PEA), Classification and Record Retention for all countries in scope
- Managing timeline as agreed with client to meet agreed deadlines
- Identifying issues and reporting operational process defects to a responsible LSP for resolution
- Monitoring accuracy of testing process via regular internal checks and internal KPI's
- Liaising with client's service providers to ensure timely submission of documentation and evidence to support client's validation testing and elimination of root cause of incorrect test results
- Managing any issues to ensure smooth and timely validation process.
- Executing classification process activities
- Providing support to client where issues are found in the testing process and fix issues
- Supporting client in any internal or external audit related to services in scope
- Support management system for each engagement
- Updating company's and clients' systems timely and with relevant documentation
- Directing audit requests to correct internal owner, validating data and/or documentation received before responding to client
- Ensuring communication with client is as per agreed management system
- During audits, providing information requested in a timely manner
- Ensuring that if findings are identified, remedial action is taken within agreed timeline
- Ensuring that once agreed with client, any statistical reports filed to government agencies or for client internal purposes are consolidated and reported
- Executing Ship to Code activities through receiving request, updating or deleting
- Checking input for accuracy and resolving any queries with a requestor and/or client
- Updating Rdc/AWF as per defined guidelines and turnaround times
- Performing consolidation at Group and company level
- Responsible for external and internal communication with all relevant parties in the process
- Communicating status of performance result to the agreed parties, internal/external

Candidate's profile

- Preferable (but not limited to) Faculty of Transport and Traffic Engineering, Faculty of Economics, Faculty of Organizational Science, or similar
- One to five years of work experience in similar role, experience with customs
- Well-developed organizational skills, team work
- Stress management, multitasking
- Strong analytical skills, problem solving skills
- Good communication skills
- Advanced user of Microsoft Excel
- Advanced knowledge of English language

Application deadline: 30.12.2021.

Location: Belgrade

Submit your CV: vanja.dimitrijevic@geodis.com