

## **Erickson Incorporated – Import Specialist/Requisition Number 927130**

### **Offices in Portland or Central Point, OR**

#### **Job Description**

Responsible for the day to day imports and activities of Erickson Inc. aircraft, parts, components, sub-assemblies, related support equipment, and office equipment; and monitoring and providing guidance to Erickson Inc. Customs Brokers.

#### **Duties & Responsibilities**

- Oversee Erickson Inc.'s import shipments and record retention process.
- Conduct self-audits of the import entry processes, including entry packets.
- Work in a fast-paced environment and interface professionally with key stakeholders located around the world; and provide rapid responses to enable timely shipments while strictly enforcing customs regulations.

#### **Minimum Qualification**

- Minimum of 3 years prior U.S. import compliance experience.
- Bachelor of Arts or an equivalent combination of Education and/or work experience.
- Proficient with Microsoft Office applications and Adobe.
- Prior experience using an ERP system (Microsoft Dynamix, SAP, etc.) preferred.
- Prior experience in the Aerospace industry preferred.
- Licensed Customs Broker, a plus.
- Erickson is a DOD Contractor and its products are subject to the US Export Laws and Regulations, therefore the candidate must be a U.S. Citizen or Permanent Resident.
- Must have knowledge of 19 C.F.R. Customs Regulations and working knowledge of Customs Entry Forms: Form 3461, Form 7501, etc.; and
- Must be knowledgeable with US Customs Duty Free Programs, Harbor Maintenance Fees and associated processes, submission and management of ATA-CARNETS, Bonds, Sureties, and In-Bond storage; and
- Must have knowledge of Country of Origin determination; and
- Must have extensive knowledge of the Harmonized Tariff Schedule of the United States; specifically, in determining proper HTS codes using industry applications and resources. Formal Customs Ruling submissions a plus.