

Job Description
Int'l Logistics Coordinator
Century International Arms, Inc.
Century Arms, Inc.

Reports to: International Procurement/Compliance Manager
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Coordinate import shipments. Keeps updated and understands BATF and U.S. Customs regulations. Establishes and maintains proper procedures and policies for these areas.

Responsibilities

- Works with suppliers, agents and project owners of file to ensure we have accurate details to apply for import permits and IIC's
- Work with the Compliance Specialist to ensure they have what is required to apply for permits.
- Ensure the countries and suppliers are okay to work with (Debarred parties checks) working with Regulatory Specialist
- Coordinate with Freight forwarders to obtain rates and routing to move cargo.
- Prepare ISF and file with broker timely for all ocean shipments
- Ensures proper documents are in place to Import. (Import Permit, Export License, Invoice, Packing List, IMO Doc's, Lacey Act, etc.).
- Verify that proper procedures for shipment of various types are followed and accurate.
- Making sure that what is in the import paperwork is what is coming in.
- Makes sure all documents required in the audit files complete so when needed for auditors are ready.
- Maintains the Import processes on QMS and updates when needed.
- Responds to U.S. Customs Notice of Actions when they require additional information on Imports.
- Keeps finance informed when duty is paid entering AP's when needed.
- Understand all the Government agencies regulations Century works with including the FCPA regulations.
- Cross training with others in the departments on all associated duties so there is always coverage.
- Protects organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Adheres to all employment policies/safety policies/practices required by law/established by Company.
- Wears all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrates sound working knowledge of firearms safety.
- Maintains and keeps workstation and department area clean.
- Immediately reports any maintenance and/or safety issues to Management.
- Demonstrates a positive attitude toward co-workers, other department and the Company.
- Maintains respect, courtesy and professionalism toward all co-workers and the Company.
- Communicates clearly and effectively with co-workers and management.
- ***Other duties will be assigned as required.***

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Business, Logistics or equivalent degree.
- 5 years' recent experience in transportation and/or compliance.

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- Knowledge or experience of ATF, Department of State and US Customs requirements required.
- Previous supervisory experience.
- Highly organized and experienced with document requirements that must be exact.
- Excellent understanding of information systems.
- Excellent communications skills, both verbal and written.
- The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision.
- Extensive import/export experience, ideally with highly regulated products.
- Bonded warehouse experience.
- Experience in negotiations.

Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects commonly found in offices, up to 20 lbs.
- Able to work at a computer for long periods of time
- Employee is regularly required to sit, use hands to finger, handle or feel and talk or hear.
- Employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision.
- Able to work additional hours as needed. (Project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.)
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties efficiently
- Able to work full-time, including early mornings, evenings and weekends as needed

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Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Annette Stevens	Date:	05.15.2019