

Foreign-Trade Zone Compliance Director/Legal Assistant Position

Work in the area of Foreign-Trade Zones (FTZs) to include: structuring FTZ projects; preparing and filing Applications and Production Notifications with the FTZ Board; assisting in all phases of CBP/FTZ activation; assisting in the set-up of Inventory Control and Recordkeeping Systems (ICRS); preparation of FTZ Operations Manual text and exhibits for CBP and incorporation of any required interface of Partner Government Agencies (FDA, NHTSA, EPA, USDA, etc.) in operation of the FTZ; and assisting in the preparation and filing of Application for Activations. Candidates must have basic import/export compliance knowledge. Candidates must be willing to accept challenges and assume substantial responsibility. The successful candidate will work directly with the Foreign-Trade Zone Compliance Director and multiple attorneys and legal assistants as well as have direct client contact. Salary depending on experience and competitive benefits offered.

Requirements include:

- Sincere interest in expanding knowledge in foreign-trade zones;
- Keen attention to detail and strong work ethic;
- Demonstrated organizational skills;
- Ability to effectively communicate individually and present subjects at client subject-matter seminars;
- Ability to travel for client meetings and work;
- Background in import and/or export compliance, logistics and operations;
- Ability to analyze specific company operations and incorporate procedures in the FTZ Operations Manual and ICRS in accordance with CBP and other government agencies' regulations;
- Ability to perform research in legal, administrative, and internet resources;
- Professional demeanor to deal directly with co-workers, clients, and government officials;
- Ability to handle multiple, and occasionally conflicting, priorities;
- Experience and knowledge using MS Word, Outlook, Excel, and Access;
- Ability to independently prepare formal written documents and correspondence;
- Ability to independently present and discuss work product.

Preferred:

- Knowledge of international trade/economics.

- Knowledge of CBP's and PGA's Automation (ACE)

For information on our firm, please visit www.millerco.com. To be considered for this position, please submit your resume and a minimum of two (2) writing samples to mmiller@millerco.com.

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