



## Trade Compliance Specialist

Location: Waltham, MA (US)

### COMPANY OVERVIEW

BVI® is refocusing the future of vision. As one of the fastest-growing, diversified surgical ophthalmic businesses in the world, our purpose-built portfolio spans more than 115 countries. We've set our sights on touching the lives of millions of patients affected by conditions such as cataracts, refractive error, glaucoma, retinal disease, and dry eye. Unburdened by legacy or bureaucracy, we have developed our strategy around a simple concept — taking pride in delivering innovative solutions for our physicians and patients, based on their needs. We trust and empower our associates to make decisions and solve problems because collaboration drives us. Valuing agility, simplicity, and transparency, we stay committed to listening to our customers, delivering for our patients, and keeping the future in focus.

### PURPOSE

Responsible for ensuring import and export transactions are compliant with both US and International Customs rules and regulations. The position acts as a liaison among several internal groups to ensure proper adherence to trade control laws and regulations.



## **RESPONSIBILITIES**

- Properly classifies BVI products with the appropriate harmonized tariff code, ECCN and Country of Origin
- Verifies and maintains international product data including tariff codes, ECCN and Country of Origin in the classification database.
- Provide shipment clearance instructions to BVI Customs Brokers, ensuring full compliance with CBP and other government agencies.
- Audit import entries for global BVI business units to ensure adherence to clearance instructions
- Reviews and approves shipping documentation from overseas suppliers to ensure accuracy of documentation for a timely and efficient customs clearance process.
- Responsible for record retention of import/export documents in accordance with government regulations and Company policy.
- Assists with preparation for participation in government programs, such as CTPAT and ISA , in coordination with the Director, Global Trade Compliance
- Participates in the creation of Import and Export Compliance procedures and work instructions
- Prepares export documentation to ensure compliance with US Government laws and regulations and files Electronic Export Information in ACE
- Prepares and maintains documentation in support of qualification of products under preferential trade programs.
- Knowledge of US trade laws and regulations such as the Export Administration Regulations (EAR), Office of Foreign Assets Control (OFAC) Regulations, US Customs and Border Protection Regulations, and other regulatory requirements.
- Supports investigations, internal and external audits, and other compliance initiatives as required by the business.
- Performs other trade management and compliance related duties as assigned

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Three to five years in Import/Export Compliance roles processing import and export transactions.
- knowledge of international supply chains, including international transportation
- Strong understanding of US Customs and Other Government Agency regulations, including FDA, is essential.



- Thorough knowledge of the Harmonized Tariff Schedule (HTS) and expertise in classification of a diverse range of products
- Experience with EAR and OFAC Export compliance programs required

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors degree or equivalent

#### **PHYSICAL REQUIREMENTS**

- Sitting for long periods of time; standing; squatting; reaching; computer work (typing), phone usage; filing; lifting up to 20 lbs. unassisted.

Interested? Submit a cover letter and C.V.  
to [TalentAcquisition@bvimedical.com](mailto:TalentAcquisition@bvimedical.com)



*BVI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.*

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*

*Important notice to Employment businesses/ Agencies*

*BVI does not accept referrals from employment businesses and/or employment agencies in respect of the vacancies posted on this site. All employment businesses/agencies are required to contact BVI's human resources department to obtain prior written authorization before referring any candidates to BVI. The obtaining of prior written authorization is a condition precedent to any agreement (verbal or written) between the employment business/ agency and BVI. In the absence of such written authorization being obtained any actions undertaken by the employment business/agency shall be deemed to have been performed without the consent or contractual agreement of BVI. BVI shall therefore not be liable for any fees arising from such actions or any fees arising from any referrals by employment businesses/agencies in respect of the vacancies posted on this site.*