

## Customs Import/Export Specialist - Job Posting - Barrie, Ontario

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Prodomax is a specialized industrial engineering firm focused on designing complex automation with a blue-chip customer base and a tremendous track record since it was founded in 1971. Prodomax operates from two facilities with a combined footprint of 200,000 square feet and 200+ employees in Barrie, Ontario. In July 2018, Prodomax joined forces with Jenoptik a globally operating technology group which is present in more than 80 countries with approximately 4,000 employees worldwide. Jenoptik's key capabilities include optics, lasers, metrology and automation servicing the automotive, life sciences and semi-conductor industries.

As Customs Import/Export Specialist, you will be responsible for administering Prodomax's customs functions and will report directly to the Co-CEO.

Prodomax is a small company with large company advanced processes that have earned us:

- Best Managed Companies Award
- Best Managed Companies Gold Award
- Barrie Chamber of Commerce – Business Excellence Award
- Barrie Chamber of Commerce – Innovation Award

### Customs Import/Export Specialist Key Accountabilities:

- Provide support and direction for day to day Supply Chain and Logistics operations to ensure 100% compliance for all products imported and exported into/out of Canada.
- Determine tariff classification and duty rates based on Customs regulations for all imported/exported products.
- Acts as the point of contact between the Transportation team and third party customs brokers / consultants.
- Audit CETA, NAFTA, TPL certificates of origins for previous imports and exports. Regularly validate HTS classifications and trade program eligibility.
- Research all Customs related issues, i.e. Rulings, regulations and trade agreements for North America and International.
- Assist in any internal or external audit of customs paperwork (commercial invoice, customs entries, certificate of origins etc.) by maintaining all trade-related documentation.
- Liaise with CBSA and other relevant government departments
- Improve overall importing /exporting processes within the company. Participate in both implementing and maintaining SOP's for best practices for compliance both in the areas of accuracy and record keeping
- Responsible for maintenance and standardization of parts catalogue
- Preparation and transmittance of B3 documents to Canadian Customs duties for duties and taxes on upcoming shipments
- Input for electronic clearance of eligible shipments
- Prepare and submit entries for supplementary payments/drawback
- Prepare and submit monthly LVS entry for low value shipments
- Adherence to Government and Corporate policies and procedures
- Support in clarification of technical customs issues as needed

### Customs Import/Export Key Professional Attributes:

- University degree or diploma in a relevant program, with a CCS and/or CTCS designation
- Minimum 3 years' experience with Trans border operations
- Sense of urgency
- Able to be both a team leader and team participant
- Exceptional Excel skills
- Working knowledge of Loadlink
- Openness to change and adoption of ideas i.e. Participate in continuous improvement operations working with all departments within Prodomax.
- Able to travel internationally

### Our Benefits:

- Competitive salary and profit-sharing bonus
- Comprehensive Group Health & Dental Benefit Plan
- Employee assistance and wellness programs
- Employee training, development, tuition and professional fees reimbursement
- Partial tuition reimbursement for employees' Children enrolled in technical program at recognized Canadian college/university
- Annual performance management review
- Safe, professional work environment
- Casual business dress
- \$1,000 referral fee if you recommend an approved permanent hire – family & friends included
- Safety shoes and safety glasses reimbursement
- Prodomax Employee Excellence Recognition (PEER) Awards

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Prodomax is minutes away from the GO Station connected to Toronto and close to beautiful Kempenfelt Bay on Lake Simcoe. Barrie has something for everyone. Just ask our people. If this opportunity sounds like an environment you would thrive in, send your submission to: <https://jobs.jenoptik.com/Jobs/All?lang=eng>

We have mountain bikers, road bikers, skiers, golfers, runners, video game heroes, musicians, community volunteers, race car drivers, fitness enthusiasts, hockey players, outdoor sportspeople, TV & potato chip experts, single people, family people, and every other variety of people. Everyone is welcome.