

## Job Description

### Position Overview

• The Customs and Traffic Specialist is responsible for ensuring the timely and compliant movement of goods across international and domestic borders. This role coordinates with internal departments, freight forwarders, couriers/freight companies, customs brokers, and government agencies to manage imports and exports while ensuring compliance with trade regulations.

### Duties & Responsibilities

- Coordinate and track inbound and outbound shipments to ensure timely delivery.
- Prepare and review shipping documentation including bills of lading, commercial invoices, packing lists, and certificates of origin.
- Ensure compliance with import/export regulations (e.g. customs regulations, tariffs, trade agreements and government restrictions).
- Interface with customs brokers, freight forwarders, carriers, and other third-party logistics providers.
- Monitor customs clearance processes and resolve any issues or delays.
- Maintain accurate records of shipments, customs entries, duties paid and compliance activities.
- Stay updated on changes to customs laws, tariffs, embargoes, and international trade agreements.
- Work with internal stakeholders to classify goods under Harmonized Tariff Schedule (HTS) codes.
- Support internal audits and assist in responding to government inquiries or compliance reviews.
- Assist in the development and improvement of shipping and customs compliance processes.

Other duties as required within the context of the role.

### Skills and Qualifications

#### EDUCATION & EXPERIENCE:

- Grade 12  
Certified Customs Specialist Designation or Certified Trade Compliance Specialist
- Two + years of experience in customs compliance, international logistics, or traffic coordination

#### SKILLS

- Knowledge of import/export documentation and U.S. or International Customs procedures

- Familiarity with Harmonized Tariff Schedule (HTS), Incoterms, and trade compliance regulations (e.g., ITAR, EAR).
- Proficiency in Microsoft Office; experience with SAP.
- Strong attention to details and organizational skills
- Effective communication and problem-solving abilities.
- Present a professional, positive image that reflects well on the organization
- Ability to be comfortable with ambiguity to provide quick strategies that communicate and to Provide direction
- Highly developed sense of tact, discretion, and judgement in dealing with confidential, sensitive And/or delicate matters
- Excellent written and oral communication skills, with experience communicating effectively and Collaboratively with internal and external stakeholders at all levels within the organization
- Initiative-oriented, and able to work independently with all levels of management to help them Achieve their business goals
- Exceptional attention to detail and strong organizational skills, with the ability to follow through And deliver results
- Experience in SAP an asset

Apply using this link: <https://corporatecareers.calian.com/job/Saskatoon-Customs-and-Traffic-Specialist-SK/1290106647/>