



Trade Compliance Specialist

📍 [Legnicka 48E, Fabryczna, Wrocław \(Lower Silesia\)](#)

📄 contract of employment

🕒 full-time

👤 specialist (mid / regular)

🏠 hybrid work

💻 remote recruitment

Your responsibilities

- ✓ Managing US import customs clearance processes, including handling shipments from suppliers and other Incora sites awaiting import into the United States.
- ✓ Providing clearance instructions to carriers and customs agents, ensuring compliance with US customs regulations and current tariff requirements.
- ✓ Serving as the primary point of contact for external partners - freight forwarders, customs brokers, and carriers such as FedEx, UPS, and others.
- ✓ Maintaining clear internal and external communication on shipment status, customs requirements, and any compliance issues.
- ✓ Ensuring product flow meets US trade compliance regulations, including staying current with US tariff changes and import requirements.
- ✓ Assisting in maintaining accurate records of import shipments to support compliance audits.
- ✓ Collaborating on a daily basis with two US-based team members, ensuring continuity of operations across time zones.
- ✓ Supporting internal stakeholders including the transport team and Polish operations with customs-related information and guidance.
- ✓ Participating in internal audits and continuous improvement of customs processes.

Our requirements

- ✓ Higher degree education level in Economics, Administration, Law, or related field.
- ✓ Practical experience in customs and trade compliance.
- ✓ Knowledge of US customs regulations and import procedures.
- ✓ Familiarity with current US tariff structures and import requirements.
- ✓ Very good command of English.
- ✓ Effective communication skills and ability to build relationships with external partners.
- ✓ Good working knowledge of Excel.
- ✓ Due to collaboration with US stakeholders, the standard working hours are 12-20.

APLIKUJ TUTAJ -> <https://www.pracuj.pl/praca/trade-compliance-specialist>

