

Imports Associate

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Company: Marken

Location: Buenos Aires

Category: other-general

Description

Title:

Imports Associate

Job Purpose:

This role support Marken AR import shipments. The imports associate is responsible for overseeing the successful, timely and compliant importation and Customs clearance of the shipments Marken transport to AR

Main Duties and Responsibilities:

Review import documents for accuracy and completeness

Work with Customs brokers to ensure timely clearance of import shipments

Ensure regulatory requirements are met, and proper documentation, including transit documents and customs clearances, exists for shipments

Have a strong knowledge of US import entry process, rules, and compliance

Communicate with clients about import and Customs related issues

Troubleshoot import related Customs and other government agency delays

Ensure documentation is accurately processed, distributed, and released to carrier, forwarders, customers, and agents in a timely manner

Prepare all necessary data entry and confirmation of key milestones (departure, arrival,

customs clearance, etc.)

Maintain courteous, prompt, and efficient customer relations

Develop and maintain successful relationships with local vendors (e.g. airline representatives, freight forwarders, custom brokers)

Communicate with customer, supply chain and the management team to ensure necessary requirements are met

Stay current of AR Customs regulations (Customs Brokers and the Customs clearance process); and classification and validation rules through self-study, approved related courses and seminars, and regular review of trade publications

Collaborate with various on cross department activities promoting process optimization

Interfaces and assists other departments with process/compliance questions that may arise regarding import shipments

Requirements:

Bachelor's degree from a 4-year college or university equivalent business experience

Minimum 3-5 years related industry experience

Ability to read and write in English

Experience with imports and Customs entry for air transportation

Strong analytical skills; proficient in spreadsheet development

Familiar HTS classifications for import and export shipments on all products

Experience with ANMAT regulated products

Ability to use own initiative in order to research and grow professionally, gain extra industry knowledge

Strong business acumen, analytical skills, good judgment, and the proven ability to effectively communicate in verbal and written forms at all organizational levels

Excellent problem-solving skills and capacity to prioritize

Able to work independently and in a team environment

Proficiency in Microsoft word, Excel, Outlook

Marken is a wholly owned subsidiary of UPS and is a critical part of UPS Healthcare. Marken offers a state-of-the-art GMP-compliant depot network and logistic hubs for clinical drug product storage and distribution worldwide, and supports cell and gene therapy logistics services from clinical to commercial, while maintaining the leading position for Direct-to-Patient and Home Healthcare services, biological sample shipments and biological kit production.

Moving Our World Forward by Delivering What Matters.

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