



JOB POSTING DATE:

Job Title: Part Time Trade Compliance Coordinator Data Entry (Temporary)
Company Name: Thorlabs
Street Address: 56 Sparta Ave
City: State: Zip: Newton, NJ 07860

The specialist will be responsible to gather, enter & analyze compliance data in support of worldwide US import/export control. This is a part time position with flexible hours between 8am - 5pm, not to exceed 25 hours per week. The assignment will last approximately 3 months.

Essential Job Functions include the following, but are not limited to:

- Coordinates with Transportation partners for the purposes of securing documentation required for US Customs traceability requirements.
- Maintains computerized database files utilizing MS Excel, Sharepoint & Axapta software or software specific to the office to which assigned.
- Initiates e-mail, fax and/or telephone calls to obtain further data and ensure completeness of records.
- Maintain Import/Export data spreadsheets from USCBP 7501 documents.

Experience Required:

- 5 or more years of data entry and administrative record keeping experience.
- Familiarity USCBP Import regulations and HTS.

Education:

- Associates degree or equivalent work experience.

Specialized Knowledge and Skills:

- Knowledge of the US Customs Regulations. Individual will be required to attend ongoing training to keep current as regulations change.
- Outstanding attention to detail and strong ability to multitask.
- MS Excel Experience.
- Basic computer skills are required.
- Heavy Data entry experience.
- Familiarity with Axapta (or other ERP system).
- Strong communication and interpersonal skills are required Must be able to work on a self-initiated basis and in a team environment, and able to work extended hours as needed.
- Strong interpersonal skills and ability to work with individuals at all levels or the company. Working with individuals from all departments is a daily requirement.
- Must be able to understand written work instructions.
- Basic mathematic and analytical skills are required.

How to Apply:

Please be sure to complete an application on the company's career site for consideration:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2559541

Thorlabs values its diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.