

<b>Job Title:</b>	Chief Import Designer	<b>Department:</b>	All Imports
<b>Location:</b>	Baltimore, MD	<b>Travel Required:</b>	10%
<b>Level/Salary Range:</b>	\$40,000 Plus Commission and Profit Sharing	<b>Position Type:</b>	Upper Management
<b>HR Contact:</b>	Katrina Dill	<b>Eligible for:</b>	Benefits & Profit Share

**Job Description**

**Summary of Position**

The Chief Import Designer is responsible for the overall contribution of the department to company goals and objectives. The individual will be responsible for ensuring that action items related to the logistics of imported cargo adhere to compliant measures as determined by the US Government. They will ensure the workload is handled in a timely manner and communicate with other management on a weekly basis.

**Role and Responsibilities**

Area of Responsibility	% of Time	General Tasks
Operations	55	Daily workload management and data entry, Training (Classes, Seminars, Conferences), Support to other departments
Marketing	10	Conferences (Identify opportunities, evaluate with development officer and attend), Knowledge of Industry Trends (review publications, participate in associations, evaluate opportunities with development officer), Referrals (Build relationships with customers)
Accounting	10	Quarterly Report Meeting (evaluate, improve, implement) Invoicing for Department
Compliance	25	Quarterly Port Meeting, Pipelines and Updates, Maintain Reasonable Care Checklist Items

**Qualifications and Education Requirements**

Extensive knowledge of US Customs and the relationship they have with interested government agencies concerning cargo arriving into the US is mandatory.  
 Bachelor’s degree in related field or one that hones similar skills and competencies necessary for the position.

**Preferred Skills**

US Customs Broker License  
 Industry Certifications

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	