

**Mettler Toledo, Inc.**  
**Job Description**

**Job Title:** Customs Project Manager  
**Department:** Global Supply Chain Management  
**Reports To:** Head of Global Logistics  
**FLSA Status:** Salaried Exempt

**SUMMARY:**

This position is responsible for ensuring Mettler Toledo is in compliance with U.S. customs requirements and for improving all customs-related processes to speed processing times and optimize financial obligations. Additionally, this position is responsible for achieving and maintaining compliance with supply chain security requirements such as CTPAT and others. This position will begin as an individual contributor, and will evolve and grow over time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Act as a liaison with US Customs on behalf of Mettler Toledo and coordinate responses to audits, inspections, etc.
2. Develop a streamlined process for communicating HTS codes and associated changes to ensure consistency in customs documentation between export and import units.
3. Monitor/verify compliance with CTPAT requirements.
4. Streamline/improve customs clearance process with logistics providers.
5. Develop, execute and document necessary compliance monitoring actions. Must ensure an adequate process exists for ensuring/verifying on-going compliance with customs requirements.

**ADDITIONAL RESPONSIBILITIES:**

- Optimize/minimize duties through appropriate classification/valuation revisions.
- Manage duty drawback program.
- Maintain quality/data integrity/timeliness of HTS database.
- Evaluate and pursue (as appropriate) the creation or use of foreign trade zones (FTZ).
- Coordinate training to units on customs requirements.
- Provide subject matter expertise and customs issue resolution assistance to business units (in customs-related areas of classification, clearance procedures, royalties, duties, etc.).
- Handle all customs-related bonds and associated paperwork processing.
- Revise/update Mettler Toledo Customs Manual on a regular basis.

**EDUCATION REQUIREMENTS:**

Bachelor degree in Business, Supply Chain Management, Logistics, Engineering, or a related field.

**EXPERIENCE AND SKILL REQUIREMENTS:**

- Minimum 5 years experience in a similar customs-related/logistics position.
- Demonstrated program and project management experience.
- Demonstrated experience in supply chain management.
- Demonstrated ability to work effectively in a multi-cultural environment.
- Demonstrated history of managing multiple objectives with minimal direct supervision.
- Ability to define problems, collect data, establishes facts, and draw valid conclusions.
- Must demonstrate ability to be promoted above the level of this position.
- Demonstrated track record of measurable results and leadership capabilities.
- Deep knowledge of customs terminology, requirements, and processes.
- Demonstrated experience in conducting/participating in customs audits.
- Licensure as a customs broker is highly preferred (but not required).
- Highly proficient in the use of MS Office (Excel, Word, Powerpoint) and Visio.

**LANGUAGE AND COMMUNICATION SKILLS:**

Excellent English written and oral communication skills are mandatory. German and or Mandarin language skills a plus. Proven ability to effectively present information and respond to questions from groups of managers, suppliers or customers.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Customs Broker License is preferred, but not mandatory. Extensive training in customs topics is desired.

**TRAVEL REQUIREMENTS:** Travel will vary depending upon business needs, but 10%-20% should be expected.

**INTERESTED PARTIES SHOULD RESPOND TO:** [Burt.Proctor@mt.com](mailto:Burt.Proctor@mt.com)