



Founded in 1969 as SEG in Krefeld, Germany - grown under Woodward for more than 10 years - ConverterTec is a global specialist in electric power conversion. Since 1995, first variable-speed Concycle® generators and power conversion technology is being used in marine applications, Uninterruptible Power Supply as well as in upcoming wind and solar/PV applications.

As of today, we are looking to a legacy of more than 23,000 converter systems in on- and offshore applications, shipped to 47 different countries worldwide, which correspond to more than 45GW.

Our R&D centers in Kempen, Krakow and Sofia as well as our global service hubs support our global customer base on all continents.

**In Niepołomice we are looking for a**

## **Logistics & Trade Compliance Specialist**

### **Your Tasks:**

- Prepares Custom clearance paperwork and shipping documentation for outgoing and incoming shipments
- Processes letter of credit for import and for export business including pre-checking of letter of credit clauses related to logistic operations, necessary changes to L/C and issuing of necessary logistics documentation and certificates
- Work would be reviewed by Level 2 for consistency with company guidelines
- Audits forwarders and customs broker invoices and prepare paperwork for payment of freight, tax or other broker and forwarding charges
- Answers routine import/export related questions
- Conducts administrative functions to prepare export licenses for products exported from home country; submission to government with oversight and approval of Level 2
- Identifies correct type of import or export, such as bonded, un-bonded or repair/returns
- Communicates with the agents and customs brokers to ensure on time incoming or outgoing shipment including Customs clearance
- Assists Level 2 with export and/or import compliance reviews and interface with brokers/freight forwarders to insure proper declarations to government agencies
- Prepares documentation for incoming and outgoing equipment/tooling such as licenses and/or temporary import/export documents (for example Carnet ATA's)
- Assists with preparation of shipping instructions, licenses, certifications and shipping customs documentations for all incoming and outgoing shipments
- Attends appropriate seminars, training, etc. to remain current on regulations and practice developments relating to import/export compliance
- For UK Locations - Administration of IPR (suspension), Duty and VAT Deferment, Inward Processing Relief, and Freight Forwarder Invoice Audits

### **Your Profil:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Excellent PC skills
- Ability to use common software
- Working knowledge of HTS, regional (e.g., EU), and home country import and export regulations and product classification, as applicable
- Excellent oral and written communication skills
- Basic knowledge of customs tariff and ability to help match materials and products to customs tariff
- Basic knowledge of trade compliance and export control and their application in daily logistics work
- Basic knowledge of country-of-origin rules and preferential country of origin processing including ability to check item's preferential status and fill out supplier declarations and certificates of origin

### **What we offer**

- Great work conditions inside a worldwide group
- Permanent employment contract (after probation period)
- Private healthcare by Luxmed
- Mybenefit (Multisport) platform
- Life insurance
- Career development opportunities

**If you are interested in an offer, please contact us**

**ConverterTec Poland sp. z o. o.**  
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