NOVARTIS

# Manager, Trade Compliance

Job ID
REQ-10037312
Feb 24, 2025
Estados Unidos

## Resumen

The Manager for Trade Compliance is responsible for overseeing and managing all aspects of import and export compliance within the organization. This role plays a critical role in ensuring the company's adherence to import and export regulations and guidelines, while facilitating smooth international trade operations. This role requires a deep understanding of global trade compliance, as well as the ability to lead cross-functional teams and communicate effectively with internal and external stakeholders.

#LI-Hybrid

The ideal location for this role is Cambridge, MA but remote work may be possible (there may be some restrictions based on legal entity). Please note that this role would not provide relocation as a result. If associate is remote, all home office expenses and any travel/lodging to specific Cambridge, MA for periodic live meetings will be at the employee’s expense. The expectation of working hours and travel (domestic and/or international) will be defined by the hiring manager

## About the Role

### Key Responsibilities

- Ensure full compliance for all import and export transactions, including the completion of export/import documentation (including HTS and country of origin determination), execution of export/import license determination, issuance of shipper's letter of instruction, filing of Electronic Export Information, and export/import record retention.
- Analyse and interpret import and export regulations of both national and foreign countries, keeping abreast of any changes or updates to ensure ongoing compliance.
- Collaborate with internal departments, such as legal, finance, logistics, and procurement, to ensure consistency and alignment with defined import/export processes.
- Establish and maintain relationships with customs brokers, suppliers, service providers, and government agencies to facilitate efficient and compliant import/export operations
- Provide guidance and support to internal stakeholders regarding import/export compliance matters, serving as the subject matter expert.
- Stay up to date with industry trends, best practices, and changes in import/export regulations, and communicate relevant information to the appropriate stakeholders within the organization
- Develop and maintain the company's trade compliance policies and procedures in accordance with U.S. and international trade laws.

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**Role Requirements**:

- Bachelor's degree (management or life sciences preferred)
- Licensed Customs Broker (LCB) highly desirable
- ·Minimum 3 years of experience in R&D material management **or** project planning **or** research supplies
- ·Minimum 5 years of experience in importing and exporting in the pharmaceutical industry is preferable
- ·Demonstrated and direct experience in the clearance of import shipments to the U.S/EU. (customs brokerage, interactions with import brokers or U.S./EU Customs and Border Protection)
- ·Demonstrated direct experience with export shipments, including checking for export license requirements and export reporting to U.S./EU authorities
- ·Good knowledge of US Customs regulations, US Tariff database, General Rules of Interpretation, EAR, Commerce Control List, Deemed Export rule and brokerage
- Knowledge of DEA and MDPH regulations regarding the handling of controlled substances desirable
- Good communication skills, collaboration/consensus building, influencing and negotiation skills. Demonstrated ability to successfully work globally and support change within a high-performing organization
- Strong analytical and problem-solving skills, with the ability to manage multiple projects simultaneously
- ·A clear sense of accountability, used to successfully working in a matrix environment, with a high degree of mutual respect and integrity.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between: $108,500 and $201,500/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? https://www.novartis.com/about/strategy/people-and-culture

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

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**EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national

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**Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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