



We are always looking to expand our team with talented professionals who are ready to take their careers to the next level. As one of the largest and most successful privately held distributors of plumbing, piping, and HVAC/R products in the United States, we are seeking an experienced **Customs Specialist** to help us keep growing. If you are dedicated and ambitious, Sunbelt is an excellent place to grow your career!

The **Customs Specialist** is responsible for ensuring Sunbelt Marketing's import activities fully comply with U.S. Customs and Border Protection regulations and applicable international trade laws. This role owns product classification accuracy, trade documentation, broker coordination, and customs recordkeeping, while supporting compliant duty optimization and efficient global trade operations.

This role plays a critical part in maintaining compliance and participates in the administrative ownership of freight, customs & duties, and other inputs to landed cost, and requires a keen eye for detail, comfort in maintaining administrative records, and the ability to collaborate with multi-functional leaders.

#### **Duties & Responsibilities:**

##### **Customs Compliance & Trade Documentation**

- Prepare, review, and submit accurate import documentation; Maintain audit-ready customs records.
- Maintain HTS classifications and Country-of-Origin determinations.
- Monitor trade regulations and update internal procedures.

##### **Broker & Partner Coordination**

- Act as primary liaison with customs brokers and freight forwarders.
- Review broker filings and resolve discrepancies.
- Coordinate with internal teams to support timely clearance.

##### **Duty Review & Risk Management**

- Review duties, tariffs, and landed costs for accuracy; perform periodic internal audits.
- Identify compliant duty optimization opportunities.

##### **Cross-Functional Support & Process Improvement**

- Guide customs compliance policies.
- Collaborate on certifications and trade agreement compliance.
- Support continuous improvement initiatives.

#### **What We're Looking For:**

- Bachelor's degree preferred; equivalent experience considered.
- 5+ years of customs compliance or international logistics experience.
- Demonstrated HTS and CBP documentation expertise.
- Strong organizational, analytical, and communication skills.
- Proficiency with Microsoft Office, Excel, ERP, and trade compliance systems.
- Self-motivated and disciplined team player who exhibits a sense of urgency and focus on results.
- Ability to creatively solve problems in a fast-paced environment.

#### **Why Join Us?**

- 5 Core Values – *RESPECT, INTEGRITY, GENEROSITY, HUMILITY, HONESTY* – guide everything we do!
- Employee-Owned Company (ESOP) with comprehensive Benefits Package
- Supportive and Inclusive Family-Oriented Culture
- Community Involvement Initiatives, aka “Sunshine Days.”