

Importer Security Filing (10+2) Processor

Classification: Internal Operations (Data Entry)

Job Summary

This role involves data entry of 10 ISF data elements (MF, SE, BY, ST, CS, LG, HTS Number, Country of Origin, IOR, and IRS data) and external communications with our importers and vendors when missing data to properly process an ISF filing

Core Responsibilities for ISF Filing

- Receive an ISF from our Importer or vendor involved in the filing
- Track the ISF to make sure it has not already been entered
- If new, open the ISF filing.
- Enter the 10 data elements that are found on the documentation
- Once file is complete, transmit the filing to Customs
- A Status Advisory will alert you when Customs has either accepted or rejected the ISF filing.

Core Responsibilities for ISF Customer Service

- ISF filer is to contact the sender and/or client if data is required to complete an ISF filing. Follow up is also required if no response is received.
- Assist our American International offices overseas with incomplete filings due to missing data.
- Database Maintenance- enter missing Manufacturers, Sellers, and add postal codes (where applicable) to all overseas addresses