

# International Trade Expert

Job ID  
REQ-10016007  
Sep 15, 2024  
Switzerland

## Summary

As an International Trade Expert you will ensure that Swiss Novartis Operations businesses comply with Customs and Trade laws and regulations by issuance, implementation and management of Standards and Policies covering commercial and non-commercial materials.

## About the Role

### Responsibilities:

- Assign and maintain correct reliable master data (Customs Tariff Number, Preference Management, Narcotics, Dual Use, etc.) in the system for all commercial and non-commercial materials accordingly
- Execute import and export customs clearances.
- Ensure and validate the correctness of e-Dec Import Declaration information.
- Ensure correct VAT declaration upon import into Switzerland by applying all necessary valuation guidelines.
- Responsible for the validation and correctness of export/import authorization and perform the embargo, sanctions, denied party screening to release the shipment.
- As single point of contact for Custom authorities, Bundesamt für Gesundheit (BAG), Swiss Chamber of Commerce and Swissmedic.
- Support Novartis Pharma AG, Novartis Pharma Services AG, Novartis Pharma Stein AG, Novartis Pharma Schweizerhalle AG and Friedrich Miescher Institut Basel in foreign trade.
- Support the responsible person for special permit at Bundesamt für Gesundheit (BAG) and legalization of invoice/country of origin from Swiss Chamber of Commerce.
- Ensure compliance with GMP and regulatory requirements (including record management) and continuous improvement of quality relevant processes within area of responsibility.
- Liaise and communicate with Customers and Suppliers related to the Customs and Trade Topics
- Close collaboration with Center of Excellence on Foreign Trade Master Data activities.
- Managed the administration of indirect purchasing related to the Swiss Chamber of Commerce, Swissmedic, Medikurier and other services.
- Review, support and monitor the Customs Broker Performance management.
- Perform post import/export entries review for customs declarations performed by external customs brokers and internal inhouse clearance (OMLEX/ISS).

Requirements:

**Education:** Higher education (Degree) in International Trade, Business Administration or Law, Broker License Certification whenever necessary

**Languages** : Fluent German/ English ( working knowledge).

Minimum 3 years' experience in role with experience in operational customs and trade role. Preferably in Health Care, Consumer Goods, Chemical or other process industry

Knowledge of the local customs requirement or understand the Regulations and the requirements for customs & trade compliance, especially:

- Product Classification
- Country of origin
- Valuation
- Licensing
- Importer/ Exporter Registrations/ Preferential Trade Agreements / Special relief Programs; Audit and periodic reporting
- Documentation and record keeping
- Internal Control Program including establishing compliance manuals and SOP's.
- Special programs and authorizations (i.e., AEO, FTAs, GSPs, Tariff Quotas, Tariff Suspensions, other VAT or Duty avoidance opportunities; authorized exporter status)
- Trade sanction regulations and Guidance documents for commercial/noncommercial endorsed shipments to comprehensively sanctioned Countries/Territories, Russia or Belarus

**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>

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Division

Operations

Business Unit

Innovative Medicines

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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