



# **HINO MOTORS MANUFACTURING U.S.A. INC.**

---

0781

**45501 Twelve Mile Road, Novi, MI 48377  
FAX: 248-442-9068**

## **JOB DESCRIPTION**

**Date:** 06/04/2019

**Hino Title:** Classification Specialist (Temporary Employee)

**Market Title:** Classification Specialist

Hino Motors Manufacturing, U.S.A., Inc. is a wholly-owned subsidiary of Hino Motors, Ltd. (Japan) and a Toyota Group Company. We are seeking a **Classification Specialist** for our headquarters located in Novi, MI. This is a temporary position with the possibility of full-time employment.

### **JOB DUTIES:**

The Classification Specialist will support the assistant manager of international trade by assisting in assigning classifications under the U.S. Harmonized Tariff Schedule (HTS) and inputting part data into the company's master parts database.

### **RESPONSIBILITIES INCLUDE:**

- Classifying automotive parts efficiently and effectively producing accurate, timely, and compliant results.
- Create documentary support for assigned classifications.

### **REQUIRED KNOWLEDGE AND SKILL SETS:**

- Positive attitude and strong work ethic.
- Effective time management along with excellent ability in both written and oral communications.
- Experience within the customs brokerage industry.
- Demonstrated knowledge of the Harmonized Tariff Schedule.
- Strong analytical and attention to detail skills with a high level of accuracy.
- Proficient with office equipment and Microsoft Office Suite.

### **EXPERIENCE:**

- Minimum three (3) years classification experience working for a customs broker, importer/manufacturer, or equivalent.
- Automotive experience preferred.

### **EDUCATION:**

- Bachelor's Degree preferred.
- Custom broker license preferred, but not required.
- Certified Customs Specialist preferred, but not required.

### **OTHER:**

- Position does not allow telecommuting and employee must be present in the office
- Position requires sitting stationary 90% of the time