



Ascena Retail Group, Inc. (Nasdaq: ASNA) is a national specialty retailer offering apparel, shoes, and accessories for women under the Premium Fashion segment (Ann Taylor, LOFT, and Lou & Grey), Plus Fashion segment (Lane Bryant, Catherines, and Cacique), and for tween girls under the Kids Fashion segment (Justice).

Ascena Retail Group, Inc. through its retail brands operates ecommerce websites and approximately 3,500 stores throughout the United States, Canada, and Puerto Rico. For more information about ascena retail group, inc. visit: ascenaretail.com, AnnTaylor.com, factory.anntaylor.com, LOFT.com, outlet.loft.com, louandgrey.com, lanebryant.com, outlet.lanebryant.com, Catherines.com, and shopjustice.com.

This **International Trade Senior Analyst** role is uniquely “vendor facing” compared to other roles in International Trade. The primary focus is to work directly with Vendors, Sourcing, Buying Agents, and outside counsel to expand the **First Sale program** while maintaining regulatory compliance.

The Sr. Analyst will facilitate/assist in the creation/refinement, execution, expansion, and adherence to the requirements of the ascena First Sale program, and other International Trade initiatives and projects as defined with an eye towards compliance and sensitivity to tight timeframes. This position will also be a key International Trade liaison with Sourcing and Logistics on shared initiatives benefitting from an integrated approach. This position reports to Senior Manager, International Trade

Responsibilities:

Expansion of Ascena First Sale program

- In conjunction with Sourcing and Buying Agents, identify potential partners where annual savings meets ascena’s established first sale threshold criteria and risk matrix requirements
- Partner with Sourcing and Buying Agents to identify and then influence sourcing decisions to maximize orders placed with eligible factories
- Conduct First Sale meetings and workshops with current and potential first sale partners and Sourcing partners along with outside counsel (if necessary) to provide education and grow program

Compliance

- Coordinate outside counsel First Sale submissions for: related party vendor/factory pair onboarding, related party arm’s length annual reviews, and unrelated party reasonable care reviews, by acquiring and auditing all necessary support documentation using protocols provided by outside counsel

- Point person between outside counsel and Ascena. Maintain all communications issued by counsel.
- Conduct Transactional Audits (in-house) based on a quarterly sampling to review documents and resolve any issues found. Issue Corrective Action Plan to document audit findings and influence vendors and factories to improve the compliance and consistency of their programs.
- Manage timeline and execution of Transactional Audits, Re-Audits, Reasonable Care Reviews, and Arm's Length Reviews to ensure prescribed review cadence of each Vendor/Factory pair is met
- Work with Vendors, Sourcing, and Buying Agents on non-First Sale Compliance activities as needed, for example, advising on Short Supply Eligibility.

Reporting / Metrics

- Maintain reporting to demonstrate Vendor/Factory compliance levels and to be able to measure improvement of our first sale partners (Vendor Scorecard component)
- Manage comprehensive vendor/factory 'Master List' that documents the history of the relationship, and includes eligibility status, entered value, relationship of vendor/factory, reasons why not eligible, etc.
- Weekly Status updates – provide highlights/ issues of current Onboarding and Audits in process

Minimum Requirements:

- Bachelor's Degree required, with at least 4 years' experience in **Customs Compliance/Import/Export Operations (duty) is required experience in apparel, accessories and/or footwear is preferred.**
- **1-2+ years' experience with First Sale program management and compliance regulations**
- Strong **analytical and organizational skills** to conduct and maintain audits according to a timeline
- Experience **creating partnerships with various cross-functional partners**, both internal and external
- Excellent oral and written communication skills; **attention to detail**
- Proficiency in all Microsoft Office programs, with intermediate+ level skill in Excel
- Customs Broker License and other languages a plus