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# Example of International Trade Compliance Analyst Job Description

Our company is searching for experienced candidates for the position of international trade compliance analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for international trade compliance analyst

* Standardize risk heat maps, program status update reports, monitoring & auditing plans and routine presentations, ensuring contents are up to date and consistent with analysis outcomes
* Automate analyzing & reporting processes, ensuring continuous improvement in productivity & effectiveness
* Coordinate across trade compliance managers and customers of GMS sites, warehouses and External Supply, Move Products and relevant project teams in organizing data, information and training & communication events, maximizing synergy and productivity, supporting risk assessment activities such as communicating with customers on the assessment results and follow-up on mitigation plans
* Technical resource to business units by answering questions and suggesting new and creative ideas
* Provide customer service support to Export and sales departments, providing information on requirements of other countries and product registrations
* Performs research and analysis to assign FDA product codes for all food imports in the US
* Maintaining positive working relationships with U.S. Customs and Border Protection and other relevant U.S. and international government regulatory agencies
* Ensuring maintenance of all required export and import records in accordance with regulatory requirements
* Conducting training and internal assessments to ensure implementation and effectiveness of internal controls
* Generating performance metrics for export and import processes

## Qualifications for international trade compliance analyst

* Minimum of 3 years of experience in trade compliance, government regulations, customs, supply chain, manufacturing, procurement or logistics required
* Candidates with job related experience with technical drawings, technical writing and the analysis of oilfield related products will be considered
* Candidates with experience in the procurement of oilfield related products will also be considered
* Having knowledge about ERP systems such as SAP is a plus
* Good working knowledge and ability to interpret trade compliance regulations related to exports, imports , customs or logistics would be a definite advantage
* Must have good communication skills and be a team player