Downloaded from <https://www.velvetjobs.com/job-descriptions/international-trade-compliance>

# Example of International Trade Compliance Job Description

Our growing company is searching for experienced candidates for the position of international trade compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for international trade compliance

* Maintaining applicable trade compliance records in accordance with regulatory requirements
* Supporting investigation and resolution of compliance problems, questions, or complaints
* Supporting audit assessment teams to ensure implementation and effectiveness of internal controls
* Manage International Trade Compliance at function unit level for all sites (both domestic and international)
* Interface with regulatory authorities
* Assist compliance investigations, disclosures and audits including remedial measures and corrective action implementation and complete actions as required
* Manage site self-assessments and ACE activities
* Implementation of UTC/UTAS policy and procedural requirements at Supply Chain sites
* Supports corporate priority program and capture reviews
* Provision of comprehensive strategic export/import advice and support to SGT, initiation and implementation of strategies, programs, policies, procedures and tools to meet strategic and critical business challenges

## Qualifications for international trade compliance

* A minimum of six (6) year’s experience in Importing/exporting, Customs, and Supply Chain Management, with extensive training in Import/export and Customs regulations and practices
* Support other ITC departments and programs to ensure compliance with export/import laws and regulatory requirements
* Working closely with and supporting Supply Chain and Industrial Security in ensuring the company’s overall international trade and security compliance program is robust and compliant with all relevant laws and regulatory requirements
* Development, review and approval of export and import authorization requests required by SGT and ensuring all approved authorizations are obtained and communicated in a timely manner
* Preparation of export and import internal control plans and review of provisos
* Assistance/performance of audits and assessments of SGT’s international trade and security compliance program