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# Example of International Trade Compliance Job Description

Our company is growing rapidly and is looking for an 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

* Support/lead of investigations on export/import suspected violations and preparation and/or review of associated documentation
* Conduct formal presentations in meetings and respond to questions from management, employees, customers and vendors related to export/import compliance
* Support management of security procedures and protocols and administration of industrial security compliance requirements at SGT’s Wellsville, NY facility and service centers
* Assists in country, product and regulatory related research
* Assists in coordinating and preparing trainings
* Lead the planning, implementation, and tracking of all program elements
* Lead efforts to identify and track the ITC community
* Plan, oversee and track deployment of training
* Plan, draft, socialize and oversee deployment of communications
* Lead effort to implement CCS/OTIS Policies and Procedures

## Qualifications for international trade compliance

* Bachelor’s degree in International Trade, or related field, with a minimum of one (1) year experience in importing/exporting, customs, and Supply Chain Management, or
* An Associate’s degree in business with a minimum of three (3) year’s experience in importing/exporting, customs, and Supply Chain Management, or
* Five (5) or more years of directly applicable, progressively responsible experience in the field of export/import licensing and compliance and export/import program administration
* Familiarity with supply chain security compliance requirements
* Experience or prior employment in the defense sector a plus
* Familiarity with the FAR/DFAR a plus