



Example of Export Compliance Job Description

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Our company is growing rapidly and is hiring for an export compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for export compliance

- Assisting with audit and assessment reports
- Assisting with the development, implementation and tracking of corrective action plans
- Assisting with the development and implementation of monitoring programs and tools
- Assisting with writing/developing/editing work instructions
- Assisting with jurisdictional and classification activities
- Working with a variety of compliance tools to run reports, audit records and provide metrics
- Assisting in M&A Due Diligences, Assessments and Integration Activities
- Timely and accurate preparation of shipping documentation related to international bookings and process all export documentation to clearing agents and government agencies
- Monitor, research and resolve any issues regarding billing, shipping discrepancies, , and communicate timely correspondences
- Manage bi yearly stores inventory counts so as to meet the company financial objectives

Qualifications for export compliance

- Monitor regulatory developments and ensure regulatory requirements are met within the Company
- Minimum 5 years of experience with import and export regulations in a

- High degree of desk-top computer proficiency and familiar with ERP and office systems
- BS/BA and 4-6 years of direct work experience in the area of global trade compliance, or 8 + years of direct work experience in the area of global trade compliance
- Direct experience in submitting licenses and agreements to the State Department
- Demonstrated competency in data management