



# Example of Export Compliance Job Description

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Our innovative and growing company is looking to fill the role of export 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 export compliance

- Work with the GTC Standards & Assurance team to develop and maintain export control and other export and duty management/U.S. FTZ related standards and procedures
- Collaborate with the Legal department on obtaining applicable export licenses
- Manage one direct report on a Senior Specialist level
- Collaborate with FTZ administrators and monitor compliance with reporting and recordkeeping requirements
- Regularly review and rationalize FTZ activities (include new materials on a timely manner and decide on terminating activities, if warranted)
- Understand and interpret applicable legislation and monitor export related legislative changes globally
- Coordinate applicable post entry activities and lead prior disclosure and/or voluntary disclosure efforts relating to exports/FTZ, if required
- Assist the GTC Standards & Assurance team in export/FTZ audits
- Work with global trade management systems, like SAP GTS and Integration Point to ensure that all export and duty management/FTZ related data is maintained and accurate and that processes are correct
- Represent the company in trade organizations and in front of government agencies, as required

## Qualifications for export compliance

- Self-confident and proactive, able to work independently but also as part of a team
- Ability to constantly assess the work and find better ways to accomplish goals
- Problem-solver and process improver
- Ability to travel occasionally to assist with audits and training
- Shipping/Logistics and/or Customs experience
- Experience with audits and assessments