



Example of Export Compliance Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Oversee external consultants/contractors and manage related budget
- Supports export compliance audits and identifies training opportunities based on audit results and corrective actions
- Leads comprehensive enterprise-wide training effort to provide guidance to the Aerospace community, as a whole, regarding their responsibilities for ensuring export compliance
- Leads the development of global export compliance training and/or editing of existing training materials
- Leads and drives the recording, rollout, and scheduling of the materials
- Works with the Learning HUB to ensure a proper and accurate tracking methodology for training attendees
- Robust training can significantly reduce risk for export-related issues, thus avoiding multi-million dollar fines, penalties including suspension/debarment, and imposition of government directed activities such as external audits or the requirement to work under an outside compliance monitor
- Support roll-out of export technology control plans
- Partner with team in India to ensure alignment with procedures and training materials
- Provide support as need to investigations and ensure corrective actions are included in training materials

Qualifications for export compliance

- Minimum of 8 years of experience in advanced Import/Export Regulations is required
- Minimum of 3 years of experience in a manufacturing environment is preferred
- Comprehensive knowledge of US Customs and Import Laws and Regulations is necessary
- Strong working knowledge of the Export Administration Regulations in at least three categories including category 5 part 2
- Mac, OS X, and iWork familiarity is a must
- Working knowledge of GTS Licensing, Embargo, and Screening modules is desirable