



# Example of Export Compliance Job Description

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Our innovative and growing company is looking 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

- Resolve daily inquiries from Intl Customer Service regarding US export shipments
- Monitor daily operations of Mexican importations with designated customs brokers and resolve border issues
- Monitor daily operations of Canadian importations (non-resident importer of record program)
- Support International Customer Service with non-SAP export transactions
- Review the administration of ACE system used for US export clearances
- Create US free trade agreement certificates of origin for international customers
- Act as a resource for International Customer Service on compliance issues
- Support accuracy and integrity of global compliance data within SAP and with 3rd Party global product databases
- Maintain written policies and procedures related to import/export operation procedures
- Export / import documentation preparation

## Qualifications for export compliance

- Creativity and curiosity is a plus plus!
- Prefer at least 3 - 5 years classification and general export compliance experience
- Daily management of custom requests to validate proforma invoice for

- Candidates must possess 5-8 years of robust global trade compliance transactional experience in a medium to large sized corporate environment
- Experience in a FDA /ISO regulated environment a plus
- Computer literacy, including proficiency in Microsoft Office products, OCR, SNAP-R, and DTRADE on-line licensing system required, the ability and willingness to travel occasionally