



Example of Export Compliance Job Description

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Our company is searching for experienced candidates for the position of export compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for export compliance

- Preparing and submitting license applications, Technical Assistance Agreements, Manufacturing License Agreements and other requests for approval to the U.S. Department of State Office of Defense Trade Control Licensing, and U.S. Department of Commerce Bureau of Industry and Security and providing status updates to the programs/requestors
- Developing and delivering training as required for employees engaged in international business activities
- Acting as a resource for entry-level export/import licensing personnel
- This position can be a salary grade G08 or G09 based on the candidate's qualifications as they relate to the skill, experience and responsibility requirement for the position
- Effective communication with internal customers
- Recognition of export/import issues in program performance
- Provides export determinations & authorizations (tech/non-tech/license/exemptions)
- Work collaboratively with I/ECO and program/project/task personnel to ensure JPL compliance with U.S. import and export laws by preparing Technical Assistance Agreements (TAAs), license and exemption requests, and any related correspondence
- Prepare, submit, negotiate and assist in the implementation of Export Compliance Management Plans (ECMPs), Technology Transfer Control Plans (TTCPs) and Technology Control Plans (TCPs)

Qualifications for export compliance

- One (1)+ year experience with the provisions and requirements of International Traffic in Arms Regulations (22 CFR 120 – 130), Export Administration Regulations (15 CFR 700 – 799), U.S. Department of Treasury, Office of Foreign Asset Controls (31 CFR 500 – 599), U.S. Customs and Border Protection Regulations (19 CFR 1 - 199)
- Associate's Degree and 2 years compliance experiences (preferably import/export)
- Clinical Supplies - thorough understanding of the clinical packaging and labeling process supporting R&D in the U.S and abroad
- Ability to express one's self clearly and concisely to others, whether in person or via the telephone/email
- Analytical and Problem Solving Skills -ability to identify the critical issues of problems or opportunities using appropriate information
- Budget Management - ability to monitor and control expenditures