



Example of Trade Compliance Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of trade compliance manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for trade compliance manager

- Participates in, and has oversight of training activities for BSD employees pertaining to import and export regulations (e.g., related to classification of goods)
- Prepare, review, approve, and submit applications for export/import licenses, and other requests for authorization
- Monitor global import/export regulatory and procedural change and clearly communicate those guidelines to stakeholders
- Analyze trends related to import/export processing and documentation to identify process improvements
- Interface with cross functional groups to identify and rectify information any information/process gaps during the export/import process
- Research and analyze products for qualification under various free trade agreements
- Maintain a current, comprehensive knowledge of the U.S. Departments of Commerce and State regulations the policies and practices of these and other government agencies involved in export regulation
- Keep abreast of international free trade agreements benefitting the organization
- Ensure all personnel are properly trained and qualified
- Meet all service requirements

Qualifications for trade compliance manager

- Proficiency with Microsoft Office programs (Word, Excel, Power Point,) and IT familiarity and comfort with maintaining electronic databases and conducting research on the internet
- Knowledge of Access, Excel, and basic understanding of ERP applications
- 1-4 years work experience in areas of Trade Compliance, NAFTA, International Transportation, or Logistics including strong emphases on import and export compliance useful
- Bachelor's degree required, preferred in Logistics, International Trade or Accounting
- Consistently work in a team environment