



Example of Trade Compliance Manager Job Description

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Our company is growing rapidly and is looking to fill the role of trade compliance manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for trade compliance manager

- Work closely and respond, as appropriate, to questions from sales, production, procurement and logistics related to import and export trade compliance matters, and review all documentation ensuring import/export entry elements are declared properly and duties and taxes are properly assessed
- Serve as Subject Matter Expert on trade issues including, but not limited to, country of origin determination and marking, valuation, denied parties, embargoed countries, anti-boycott compliance and reporting, and red flag issues
- Lead internal investigations and reviews of deviations from policies and procedures and any possible resulting export/import compliance violations
- Develops content and presents export compliance training to a variety of audiences, as required
- Monitor import/export compliance through self-assessment audits with the goal of identifying weaknesses and risk
- Develop and oversee operational and financial plans for the OCA Trade Compliance (Import/Export) groups across SBC and MBC business units
- Act as OCA point of contact for US Customs and relevant agencies when addressing matters of trade compliance
- Maintain responsibility for OCA Importer Self Assessment and CTPAT certifications along with company import and export manuals and policies
- Conduct periodic reviews and audits of broker activities including but not

- Assist sales and Production in compiling quotes by providing rates, tariffs, additional cost

Qualifications for trade compliance manager

- Advanced Trade Compliance Regulation knowledge, including the International Traffic in Arms Regulations (ITAR)
- Experience in a corporate import/export compliance setting
- Other tasks as deemed appropriate by management
- At least two years' experience in managerial roles preferred
- Experience with public accounting methods and/or trade compliance auditing (internal and external) strongly preferred
- Must be willing to travel in BG (Botevgrad and Plovdiv), US, Europe (UK, France, Ireland, Poland)