



Job Description Trade Compliance Manager

Department: **Finance**

Is Managed By: **VP of Finance**

Job Title: Trade Compliance Manager

This position is responsible for ensuring compliant import and export activities of Avionic Instruments and Acme Aerospace. This includes, without limitation, adherence to applicable U.S. and non-U.S. laws and regulations pertaining to international trade as well as ensuring compliance with corporate policies.

The candidate will work with freight forwarders, US customs officers, custom brokers, internal and external customers on all matters pertaining to import and export regulations.

Responsibilities:

- Establish and maintain and audit import/export control infrastructure and processes for imports, export licensing/classification, deemed export compliance, export documentation, export /import violation identification and disclosure.
- Works with numerous levels of management and departments to identify and resolve trade compliance issues as appropriate and to develop ongoing cross-functional solutions to address these issues.
- Exercise independent judgment in assessing procedural weaknesses and develop new scalable procedures and tools to maintain compliance and assist in executing international business strategy.
- Prepare, review, approve, and submit applications for export/import licenses, and other requests for authorization. Manage government authorizations throughout their life cycle.
- Work with management to proactively develop and execute savings strategies.
- Perform regulatory analysis to help determine accurate jurisdiction and appropriate classification of hardware, software, and technology.
- Support review of Documents/Software for Technology Transfer
- Ensure all regulatory requirements related to export items, information, and/or services are maintained and documented.
- Work with IT to implement automated compliance controls to improve transaction efficiency and provide cost saving.
- Perform ITC Self-Assessments
- Review ACE Export Reports
- Conduct trade and export regulatory compliance audits to understand whether policies, procedures, and applicable regulations and standards are appropriately implemented.
- Work with freight forwarders, U.S. Customs officers, customs brokers, and internal/external customers on all matters pertaining to customs and import/export regulations.
- Internal auditing for compliance, validation, and process improvements.
- Develops and delivers Trade Compliance training program and materials for annual Export Refresher training for all employees, and new hires.
- Monitoring Exporters Point of Sale Reports
- Review shipments, end use statements, backlog, and customer screening.
- Process owner of Visitor Management Process
- Studying news and releases to keep up with latest ITC regulations.
- Attend training and corporate ITC calls.
- Travel as necessary between both operating sites (20-25%)



Qualifications:

- Bachelor's degree in business, law, contracts, or a related area.
- 5+ years overall experience with import/export functions and possess an extensive knowledge of import regulations specifically as it relates to manufacturing and distribution.
- Able to interpret government regulations and have a general understanding of technical language.
- Experience with PowerPoint, Outlook, Excel, Word, and US Government Import Export systems
- Capable of critical thinking and problem solving.
- Must have knowledge of order fulfillment processes, including supply chain management, sourcing, and planning.
- Analytical and critical thinking abilities to make timely decisions while functioning in a fast-paced changing work environment.
- Experience in developing work procedures and written instructions
- Able to implement new programs with little direction.
- Validated skills in running multiple concurrent issues and prioritizing workloads.
- Project management skills.
- Communicates clearly and effectively, both verbally and in writing.
- Ability to maintain confidentiality and have the ability to meet strict deadlines.
- Must be able to show original documentation in order to prove US Persons status.
- Familiarity with the International Traffic in Arms Regulations (ITAR). Export Administration Regulations (EAR) including anti-boycott regulations, sanctions administered by the Office of Foreign Assets Control (OFAC), Customers Regulations (CR), and the Foreign Trade Regulations (FTR).

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 30 lbs.

Work Environment:

This position will require a working environment mix comprised of office, shop floor, field and customer locations (both domestic and international). While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Person (US Citizen or US Permanent Resident). Interested candidates should submit their resume and salary requirements.