

Sr Analyst, Trade and Customs Operations

Position Overview:

Molex is looking for a Sr Analyst, Trade and Customs Operations to join our Procurement Team. This position is responsible for providing technical expertise as part of a cross functional team associated with the operations and enhancement of the Molex Export Control program. The individual in this position will be reviewing information that is controlled for export under the US Export Administration Regulations (EAR) and the United States Munitions List (USML). The successful candidate will provide guidance and support throughout the Molex product development cycle including export classification, license determination, license exceptions, and denied persons/sanctioned party screening.

In order to comply with U.S. export control laws and regulations, this position requires applicants to either provide proof of U.S. citizenship or lawful permanent resident status or be eligible to receive an export authorization (a license) under the International Traffic in Arms Regulations and/or the Export Administration Regulations.

Essential Functions:

- Serves as primary point of contact and operational subject matter expert for all export control matters
- Classifies items (hardware, software, or technical data) with United States Munitions List (USML) or Export Control Classification Number (ECCN), including determination if products are subject to U.S. export licensing requirements
- Ensures all export documentation, including EEI export filings and POAs are obtained from the filers and maintained for proper recordkeeping
- Contributes to the enhancement of the documented policies, procedures, and work instructions for Molex export operations
- Participates in the development and presentation of export related training materials
- Plan and execute export operation reviews
- Support Molex plants with export licensing determinations
- Support North America import operations

Required Qualifications:

- Associate Degree in business, technology or related field
- Knowledge of export filing process
- Experience applying the ITAR and EAR regulations for exports and controlled technical data transfers
- Knowledge of the current Department of State International Traffic in Arms Regulations (ITAR), and Department of Commerce Export Administration Regulations (EAR)
- Familiar with multiple categories within ITAR and EAR, along with "500" and "600" series
- 2+ years of export operations or compliance experience

Preferred Qualifications:

- Engineering and/or software technical background
- Experience with 600 series classifications
- Working knowledge of the ACE portal, DTrade, SNAP-R and SAP GTS
- DFAR and FAR knowledge
- Experience filing Export Licenses (Commerce, ITAR, CJ's)
- Experience preparing export license applications, agreements, Advisory Opinions, General Correspondence, and application of ITAR Exemptions/EAR Exceptions.
- Familiarity with ITAR and EAR license applications and agreements, exemptions, and exceptions
- Experience designing, implementing, and managing export compliance processes and internal controls

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Skills and Abilities:

- Structured thinker with ability to effectively synthesize and communicate complex ideas
 - Ability to work independently with little to no supervision
 - Strong and engaging interpersonal communications skills, both verbal and written
 - Self-contributor
 - High attention to detail
 - Superior problem-solving skills
 - Superior organizational skills, ability to prioritize and manage multiple tasks
 - Ability to work in a fast-paced environment
 - Ability to collaborate with internal departments
 - Ability to interpret, understand and provide guidance to staff on complex regulatory documents and compliance requirements
 - Excellent skills in interpreting U.S. export and import regulations
 - Ability to balance long-term strategic goals with short-term priorities
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About Molex...

Molex brings together innovation and technology to deliver electronic solutions to customers worldwide. With a presence in more than 40 countries, Molex offers a full suite of solutions and services for many markets, including data communications, consumer electronics, industrial, automotive, commercial vehicle and medical.

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