

Job Title: Export Compliance Regulatory Analyst

Phillips 66 & YOU - Together we can fuel the future

Phillips 66 has more than 140 years of experience in providing the energy that enables people to dream bigger and go farther, faster. We are committed to improving lives, and that is our promise to our employees and our communities. We are sustained by the backgrounds and experiences of our diverse teams, which reflect who we are, the environment we create and how we work together. Our company is built on values of safety, honor and commitment. We call our cultural mindset Our Energy in Action, which we define through four simple, intuitive behaviors: We work for the greater good, create an environment of trust, seek different perspectives and achieve excellence. Phillips 66 was recognized by Forbes as one of "America's Best Employers" in 2021.

Description

The **Export Compliance Regulatory Analyst** is accountable for export compliance regulatory and reporting functions for Phillips 66.

Responsibilities May Include

- Knowledge of US Export Compliance requirements, including US export documentation and filing requirements
- Perform ECCN and HTS Classifications for import/export
- Manage compliance with various US Free Trade Agreements, including creating and issuing export preferential Certificates of Origin such as USMCA, KORUS, CAFTA, etc.
- Review and validate Export Compliance Documentation (EEI's, BOL's, COO's etc.) to ensure compliance with regulatory requirements (U.S. Department of Commerce and Census)
- Work with freight forwarders, customs brokers or others to ensure export compliance regulatory requirements are being met
- Develop and maintain procedural guidance relative to export compliance regulatory filings
- Complete, obtain and/or review required documents and information necessary to support US Export Compliance regulations, and P66 export compliance policies
- Assist with capturing appropriate metrics to help management understand the health of our regulatory reporting and monitoring activities

Position Requirements

Basic/Required:

- Legally authorized to work in the job posting country
- Bachelor's degree
- 2 or more years of experience in Export or Import Operations or Compliance
- Proficient in MS Office with emphasis in Excel

Preferred:

- Exposure and understanding of Front/Mid office trading operations
- Experience with SAP and or Right-Angle Systems
- Experience with Alteryx and/or Tableau applications
- Understanding of Commercial, Midstream, Lubes or Marketing export processes and underlying controls
- Ability to manage multiple/conflicting priorities and meet reporting deadlines
- Effective and well developed written and oral communication skills
- Detail oriented and commitment to report accuracy
- Excellent interpersonal and team skills
- Consistently generates creative resourceful solutions to problems

To be considered

In order to be considered for this position you must complete the entire application process, which includes answering all prescreening questions and providing your eSignature on or before the requisition closing date of **April 29, 2021**.

Candidates for regular U.S. positions must be a U.S. citizen or national, or an alien admitted as permanent resident, refugee, asylee or temporary resident under 8 U.S.C. 1160(a) or 1255(a)(1). Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Phillips 66 is an EEO and Affirmative Action Employer of Women/Minorities/Veterans/Individuals with Disabilities