



JOB SUMMARY:

This position will support Trade Compliance Management by ensuring transactional export and/or import compliance with U.S. Department of Commerce, State, Customs and other government agencies (OGA) regulations for tangible activities. By leading and implementing company trade compliance objectives relating to export control, customs compliance and trade security.

JOB RESPONSIBILITIES:

- I. Complete understanding and wide application of applicable U.S. Trade compliance regulations, policies, and concepts. General knowledge of other related government agency regulations.
- II. Implement U.S. Trade compliance regulations, policies, and concepts as well as Textron and Cessna related regulatory compliance policies.
- III. Regulatory classification of goods and data for both export and import shipments.
- IV. Coordinating and developing detailed compliance solutions with other departments.
- V. Recommends, develops, and supports the implementation of changes to company compliance processes.
- VI. Maintaining department tools and datasets, import/export classifications, tariff classifications, U.S. Customs entry, and licensing requirements used by the Department and Company.
- VII. Provide assistance to all functional areas of the company on issues concerning regulatory compliance, as required.
- VIII. Manages employees, oversees, audits, and monitors all import and/or export compliance procedures relative to assigned job functional area. (I.e. activities of assigned area(s), typically at multiple program and Company departmental levels).
- IX. Lead and/or participate in compliance reviews, projects and training efforts; act on behalf of management, as required.
- X. Train company employees involved in trade compliance, as required.
- XI. Complete other responsibilities, as assigned.

EDUCATION/ EXPERIENCE:

- Bachelor's degree in business, legal, finance, engineering, information systems, economics or related field
- Minimum of 7 years of relative Trade Compliance, Customs Brokerage, or relative experience required.

QUALIFICATIONS:

- Ability to effectively translate objectives into initiatives in coordination with business stakeholders
- Possess the ability to respond to inquiries and handle multiple simultaneous tasks while maintaining a positive approach at all times is essential in this schedule driven environment.
- Ability to work both internal and external customers.
- Must be able to delegate responsibility and manage workflows of employees while supervising and approving work product.
- Excellent written and verbal communication skills and organizational agility are required.

- Proficiency in the Microsoft Office suite of products and familiarity with multiple database applications is preferred.
- Possess strong belief in a culture of compliance with high integrity.
- Strong team member that is able to work collaboratively with others in a fast-paced environment.
- Excellent attention to detail and accuracy required.
- Demonstrated capabilities in problem-solving and/or development of standard operating procedures and processes
- Ability to develop and provide technical training.
- Prefer a currently LCB (to manage import activities)
- Some travel maybe required.
- U.S. citizenship or green card required.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.