



**AAR is a leading provider of aviation services to the worldwide commercial aerospace and government/defense industries. AAR combines a close-to-the-customer business model with a broad menu of capabilities to help customers operate more efficiently, lower costs and maintain high levels of quality, safety and service. We are a financially stable, dedicated partner with an enduring commitment to innovation, execution, continuous improvement and customer value. At AAR we are committed to doing it right, and we have built our core values based on that premise.**

## **Trade Compliance Specialist - 13173**

### **Description**

#### **SUMMARY**

This role will support the Trade Compliance Manager / Corporate Trade Compliance team to administer and continuously improve an effective Trade Compliance program that ensures AAR WASSs conformance with U.S. export/import laws and internal policy requirements. This position partners with various internal and external stakeholders to audit, improve, analyze, and manage operational-level compliance processes that enable successful international business activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain and update a new hire tracker to ensure completion of onboarding requirements
- Monitor and update Department projects
- Complete non-disclosure agreements and individual technology control plans for Foreign Person Employees (FPEs) as required
- Assist in the application of trade compliance requirements to operational activities
- Create work instructions for newly assigned tasks or revised processes within Trade Compliance Department
- Assist with creating, revising, and formatting of Trade Compliance Standard Operating Procedures (SOPs) as required
- Monitor the Trade Compliance department's group email, respond as necessary, organize requests and responses in the appropriate email folders
- Use document automation software to create and revise department forms as needed
- Monitor emails from HR regarding third country national new hires, transfers, or terminations to ensure FPE Licenses are issued, transferred, or terminated as needed
- Schedule department meetings and take meeting notes as requested
- Assist with program-wide training and document control to verify completion for all employees on the program
- Support Trade Compliance Manager with the preparation of export license applications
- Support the commodity jurisdiction and classification process of products and technologies
- Assist with monthly export audits and work with Trade Compliance Manager to resolve issues identified
- Maintain and keep current all documentation in compliance with all record keeping requirements
- Support investigations, Government inquiries, external audits
- Perform other duties as assigned

### **Qualifications**

#### **EDUCATION REQUIRED:**

- Bachelor's degree from an accredited college or university or 5 years of experience in lieu of a degree.

#### **SKILLS & EXPERIENCE REQUIRED:**

- 3+ years related experience / equivalent work history working in a similar role
- Demonstrated experience in working in cross functional teams
- Strong planning, organization, analytical, leadership, interpersonal, decision making, oral and written communication skills.
- The ability to effectively handle time critical issues and meet goals despite unexpected setbacks, obstacles, or time constraints.
- Demonstrable proficiency with Microsoft Office.
- Familiar with trade compliance laws and regulation such as the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Office of Foreign Assets Control (OFAC) and
- Bureau of Alcohol, Tobacco, Firearms and Explosives (BATF) and implement industry best practices in accordance with those laws and regulations.
- Familiar with on-line tools including but not limited to DECCS, SNAP-R, and AES Direct.
- Position requires the ability to obtain and/or maintain a security clearance by the customer.

**PREFERRED:**

- Trade Compliance experience on a U.S. Government contract

**CORE COMPETENCIES:**

1. Focus on Results - Able to plan and organize work to achieve goals; achieves targeted results with minimal supervision; is accountable for own actions.
2. Communications - Possess excellent verbal & written communications skills; Provides timely, well-organized verbal & written information that is audience appropriate; listens attentively to others and retains/processes information.
3. Teamwork - Builds alliances, partnerships & collaboration with others including those different from him/her; deals tactfully with others; assumes helps with a variety of team roles.
4. Strategic Planning & Decision-Making - Develops strategic short- & long-term plans; arranges priorities, distinguishing urgent, important, and unimportant in order to meet goals & deadlines; consults & collaborates with appropriate people.
5. Initiative & Innovation - Generates new ideas personally & encourage team to do the same; stays up to date on technology & approaches to work; provides creative solutions & input when faced with challenges.
6. Interpersonal Relationships - Builds effective relationships with internal & external customers; ability to work independently and coordinate work with others; resolves conflicts in a professional manner.
7. Quality & Safety - Adheres to all safety & security policies and regulations; demonstrates quality work that is accurate, thorough & efficient.
8. Continuous Improvement - Examines personal & organizational processes, promotes opportunities for improvement; analyzes successes & failures to learn and improve.
9. Training & Development - Completes required & suggested training; shows eagerness and capacity to learn; receptive to coaching & feedback.
10. Integrity - Committed to passionately and consistently promoting a professional culture that is trustworthy, honest, socially responsible, and where differences are respected and valued.

**Job WASS ADMINISTRATIVE/PMO****Primary Location** United States-Florida-Rockledge**Schedule** Full-time**Overtime Status:** Exempt

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.