

Position Summary:

The Senior Trade Compliance Analyst is an important team member of the ADI Global Trade Compliance Group. This position leads efforts to assign jurisdiction and export classifications to products, software, and technology and serves as the resident subject matter expert. You will collaborate with engineers throughout the company and be empowered to drive process improvements. ADI is growing and you can become part of our exciting company working out of our Chelmsford, MA, Dallas, TX, Raleigh, NC or San Jose, CA offices, or this can be a remote position.

Responsibilities:

- Develop classification decision rationale and methodology for various product types to improve efficiency in classification while maintaining accuracy
- Assess the consistency and accuracy of legacy classifications
- Assign and review Export Control Classification Numbers (ECCNs) and U.S. Munition List (USML) categories to product part numbers in ADI's systems
- Lead projects or initiatives to improve the classification process
- Deliver in house training on classification to Trade Compliance team members and business colleagues so they may support classification efforts, where necessary
- Develop, implement, and maintain corporate policies and procedures relating to classification
- Continually maintain knowledge on export control and customs regulation with relevant internal and external training and publish regulatory changes that impact ADI products
- Interface with external foundries to provide export classification information
- Submit CCATS and Commodity Jurisdictions when needed to confirm correct product classifications
- Manage encryption classification and reporting requirements with the U.S. Department of Commerce

Knowledge & Experience:

- Bachelor's degree required, preferably in Engineering or a related field
- Two or more years of relevant work experience
- Knowledge of US Export Administration Regulations and ITAR controls
- Expertise working with MS Office, especially MS Excel
- Experience with SAP/GTS

Skills & Abilities:

- Attention to detail and critical thinking skills
- Ability to work cross-functionally and collaboratively
- Excellent written and verbal communication skills
- Ability to simplify complicated regulatory language