ANALOG DEVICES

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Position Summary:

The Trade Compliance Analyst is responsible for performing a broad range of tactical administrative activities to support the export operations and compliance program at ADI. This vital role reports to the Senior Manager of Trade Compliance and will have primary responsibility for administering the export licensing program at ADI.

Responsibilities:

- Prepare, submit, and administer Bureau of Industry and Security export license applications via the Bureau of Industry and Security SNAP-R system
- Maintain internal export license database, export license records, license conditions reporting, and submissions as required
- Support compliance policies (e.g. visitor processing, restricted party screening, recordkeeping)
- Interact with shipping personnel in resolving matters pertaining to export shipments
- Point of contact for ADI Export Compliance email box
- Review blocked orders in SAP/GTS and apply appropriate licenses
- Interact with Shipping personnel in resolving matters pertaining to export shipments
- Perform monthly AES EEI auditing and reporting
- Create and maintain SAP/ GTS licenses
- Support Denied Party List Screening activities

Qualifications:

- Awareness/experience with U.S. trade regulations (ITAR, EAR, CBP)
- Experience with SNAP-R
- Experience with SAP / GTS
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Must be detail oriented, have good writing skills, and have good organization/communication skills.

Due to the work with a variety of export-controlled technologies this position requires a U.S. Person.