



The COMET Group is a global leader in providing high-quality components, systems and services that optimize its customers' products and processes in the fields of X-ray-, vacuum- and radio frequency technology. As a trailblazing tech company, we contribute to more secure, efficient and sustainable manufacturing, communication and mobility.

The Division Plasma Control Technologies (PCT) is Comet's largest division and a global leader in developing and producing high-performance Vacuum Capacitors, RF Matches and RF Generators for the semiconductor industry.

COMET Plasma Control Technologies (PCT) is looking for a Trade Compliance Analyst to perform administrative and clerical functions with a focus on import and export classification, country of origin, valuation, and record retention. This position will provide support to the Trade Compliance department in trade administration and assist in the development and on-going administration of the Trade Compliance Confluence space. This Trade Compliance Analyst role includes but is not limited to arranging communications and international shipments between Marketing, IT, HR, R&D, engineering, purchasing, RMA, the sales group, and its customers. You will work both independently and on teams within Comet.

What will you do?

- **Follow business processes pertaining to export/import requirements and all necessary export and import licenses, permits, certifications, technology release, and deemed export determinations.**
- **Execute transaction related Know Your Customer activities.**
- **Maintenance and up-keep of databases and spreadsheets to ensure that a full and accurate audit trail is available for use by authorities when required.**
- **Collaborate with internal business partners, and suppliers to determine tariff classification, proper valuation, country of origin determination, Export Control Classification Numbers (USML/EAR/Schedule B) determination.**
- **Develop and manage standard supplier/carrier performance metrics and ongoing evaluation process utilizing a standard scorecard, quarterly business reviews.**
- **Monitor, record, analyze and report on activities, trends, results, and recommendations relating to export activities or specific supply chain-based performance measurement systems.**
- **Establish process ownership, SLA's and SOPs across internal depts.**
- **Provide transactional business unit SAP GTS support including process troubleshooting, license management and sanction party list screening / reviews and complete due-diligence investigations.**
- **Simplify reporting with automatic procedures for creating, printing, and submitting declarations to the customs authorities via internationally available EDI systems and other electronic media.**

Who are we looking for?

- Ability to work independently by applying import and export rules and regulations to daily activities and exercising sound judgment.
- Positive attitude, excellent judgment, and integrity with the ability to make timely and sound decisions.
- Provide guidance to brokers, freight forwarders, and internal business stakeholders to ensure compliant and timely execution of import and export filings.
- Interest in taking on additional challenging duties as time permits and business growth requires.
- Knowledge and application of import and export regulations.
- Experience with export compliance for Deemed export including technology control plans.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

Other Qualifications:

- Prefer candidates with experience in trade compliance, regulatory, legal, or supply chain, distribution.
- Experience in creating & maintaining documentation of Export Compliance controls & processes and record keeping.
- Experience with U.S. U.S. Customs and Export regulations and laws (ITAR, EAR and OFAC) and HTS, CFR 19, Explanatory Notes, Customs publications, and Schedule B.

- Experience with and In-depth technical knowledge of SAP GTS as well as supporting business processes.
- Ability to stay focused and prioritize a heavy workload while achieving extraordinary quality.
- Experience with SNAP-R.
- Experience with SAP / GTS application.
- At least 3 years export experience.
- You must be familiar with SAP, SAP GTS, Microsoft Office, i.e., Word, Excel, PowerPoint, Empower.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or touch objects or controls; and talk or hear. The employee is occasionally required to stand; walk; reach above shoulders; to 30lbs.and stoop, kneel, crouch, and lift up

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **While performing the duties of this job, the employee works in an office environment with average office conditions and average office noise level.**

Why join us?

- **Collaborate with diverse international colleagues from all over the world for a successful listed multinational company headquartered in Switzerland**
- **Take on inspiring projects in a highly dynamic environment and thriving industry, which is growing globally in emerging and mature markets**
- **Attractive training and career opportunities in our global locations, as well as flexible work arrangements**

Comet Technologies USA Inc. offers an excellent and competitive compensation package; an excellent work environment; and a comprehensive benefit program (including medical, dental and vision care benefits), tuition reimbursement, a 401(k) plan, vacation and paid sick days.

Apply via <https://www.comet-group.com/careers/open-positions>

Nearest Major Market: San Jose

Nearest Secondary Market: Palo Alto