



## Job Description

Job Title:	<b>Export Analyst</b>	FLSA Status:	Non-Exempt
Department:	G&A	Reports To:	
Prepared By:		Prepared Date:	8 August 2022
Approved By:		Approved Date:	

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The COMET Group is a globally leading Swiss technology firm. For more than 70 years, we have been developing and producing innovative high-tech components and systems based on x-ray and radio frequency technology. Consistently able to take advantage of global trends and developments, we grow continually.

COMET Plasma Control Technologies (PCT) is a leading expert in RF power delivery and a global innovation partner of RF related businesses. Our customers are primarily manufacturers in the semiconductor and adjacent industries.

### Summary:

COMET Plasma Control Technologies (PCT) is looking for an Export Analyst to perform export functions with a focus on export classification, country of origin, valuation, export shipment filing in AES, SAP GTS, and record retention. This position will provide support to the Trade Compliance group and assist in the development and on-going administration of Trade Compliance and its automation. The Export 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, its customers and export shipment processing in SAP. You will work both independently and on teams within Comet.

### Responsibilities Include:

- 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.



## **Key Skills and Qualifications:**

- Filing Electronic Export Information (EEI) in Automated Export System (AES).
- 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.

## **Desired Experience:**

- 3-5 years of experience in filing Electronic Export Information (EEI) in Automated Export System (AES).
- 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. 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.

## **Education and Certifications:**

- A bachelor's degree in Trade Compliance, Supply Chain, international business, business administration, or a related field is required.
- Certified Export Specialist (CES).
- Customs brokers license preferred but not mandatory.
- Specialized courses/certifications pertaining to domestic/international shipping.

## **Physical Demands:**

- 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; and stoop, kneel, crouch and lift up to 30lbs.

**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.