



## **Full Job Description**

**At Insitu, a Boeing company, we innovate and collaborate to make the world a better place. You can contribute to work that matters with a company where diversity, equity and inclusion are core values. We're committed to fostering an environment for every teammate that's welcoming, respectful and inclusive, with great opportunity for professional growth. Find your future with us.**

## **Responsibilities**

- **The trade compliance specialist will focus on the full life cycle of trade compliance license requirements, focusing on both Foreign Military Sales (FMS) cases and Direct Commercial Sales. The position will hold primary responsibilities for product classifications to include jurisdictional classification against U.S. export control regulations.**
- **Responsible for supporting multiple international customers, including Foreign Military Sales (FMS) cases and Direct Commercial Sales (DCS) cases:**
- **Drafting Technical Assistance Agreements, Hardware Licenses, FMS exemption documentation and Internal Compliance Plans**
- **Tracks and administers license compliance administration program**
- **Providing export classifications for new technologies, major systems, parts, components, and technical information.**
- **Reviewing and drafting trade compliance related process documentation**

- **Interfacing and maintaining strong relationships with engineering and program management groups to facilitate the execution of customer programs and development of new technologies.**

#### **Technical Qualifications and Requirements**

- **Extensive experience with drafting and management of U.S. Export authorities (U.S. Department of State, Department of Commerce.**
- **Experience working Foreign Military Sales cases and utilization of ITAR exemptions related to FMS transactions.**
- **Experience researching and evaluating technology against U.S. Export Regulations (ITAR and EAR) to determine export classification jurisdiction to include drafting of Commodity Jurisdictions and CCATS applications.**

#### **Personal Characteristics and Skills**

- **Ability to priorities and focus on daily repetitious tasks that require attention to detail and are time sensitive.**
- **Ability to collect and synthesize data from various stake holders to create clear and compelling written documents**
- **Collaborate and communicate with a dispersed virtual team**
- **Enjoys working independently to meet internal and external customer timelines and expectations**

**Relocation Assistance is available and for the right candidate remote would be considered.**

#### **Key Qualifications:**

**The trade compliance specialist will have the ability to self-prioritize and focus on daily tasks that support the operations of the company which require attention to detail and are time sensitive. Insitu's trade compliance team values the ability to collaborate and communicate with a dispersed virtual team of experienced trade compliance professionals.**

**The role requires experience with creation of license applications and management of U.S. Export authorities (U.S. Department of State, Department of Commerce).**

**The role requires experience researching and evaluating technology against U.S. Export Regulations (ITAR and EAR) to determine export classification jurisdiction to include drafting of Commodity Jurisdictions and CCATS applications. Classification focus will include classification of new developing technology in the Unmanned Aerial System marketplace as well as existing system parts, components, and general products used to support the UAS operations of the company.**

**Minimum 3 to 5 years U.S. Export Licensing Experience required.**

**Ability to obtain a U.S. Security Clearance**

**Experience with OCR EASE software, Microsoft Teams, SharePoint, Excel, and other Office products**

**EEO Statement**

**Equal Employment Opportunity: Insitu's policy on equal employment opportunity prohibits discrimination based on race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, transfers, promotions, terminations, compensation and benefits and also states that**

**retaliation against any employee who files a complaint regarding possible violations of this policy will not be tolerated. All information will be kept confidential according to EEO guidelines.**