



Full Job Description

Position:

Trade Compliance Engineer and Analyst

Job Description:

This entry level position ensures compliance with applicable U.S. export and import control laws, including the Export Administration Regulations ("EAR"), International Traffic in Arms Regulation ("ITAR"), and the Office of Foreign Asset and Control ("OFAC") sanctions, and regional and local regulations concerning the movement of goods and services across borders. The position acts as a liaison among several internal groups across Arrow businesses, and may interface with government licensing offices, such as the Bureau of Industry and Security ("BIS"), to ensure proper adherence to trade management and trade control laws and regulations.

What You'll Be Doing:

- **Using their engineering knowledge, skills and abilities, a Trade Compliance Engineer and Analyst to review part specification sheets,**

related product documentation, and the Export Administration Regulations to determine Export Classification Code Numbers ("ECCN") and or local country export classifications for items sold.

- Collect, review and approve Customer End Use and Export Compliance Certifications (EUC).
- The engineering knowledge is also used to determine the validity of End Use Statements by assessing the identified components for the intended use which is described by customers when procuring certain products.
- Determine and assign local export/import country and U.S. license requirements to orders placed on hold within trade compliance software for trade control reasons. When necessary, escalate orders to department leader for guidance. Engineering knowledge supports this process.
- Process global supply chain partner reviews, including reviews of current government restricted / denied parties list matches, to confirm decision for partner release or block within trade compliance software.
- Review and action red flag related exception reports.
- When necessary, conduct and document further due diligence for partners and or transactions to resolve potential red flags.
- Prepare and submit low- and high-complexity government license applications when required for select export and import transactions. Process government licenses following local regulations (including reporting for import/export licenses, General Licenses, record keeping, etc.).
- The position may be asked to provide import and export clearance support for inbound and outbound shipments.

What We Are Looking For:

Experience / Education

- **Requires a four-year degree, with a major or minor in engineering, from an accredited school (electrical engineering degree highly preferred).**
- **Ability to read specification sheets and engineering drawings.**
- **Ability to analyze technical parameters (parametric values) in specification sheets as well as in other required documents and regulations.**
- **Working knowledge of the Microsoft Office suite specifically Excel and Access.**

Qualifications

- **Strong technical understanding of electronic components.**
- **Curious: eager to learn and asks questions.**
- **Driving results: solutions and results-oriented style with a high degree of analytical ability and proven problem-solving skills.**
- **Confident: ability to thrive and quickly adapt to change, in a dynamic, fast-paced industry and work environment.**
- **Collaborating and influencing ability to build strong relationships and partnerships within and outside of the company.**
- **Ability to communicate effectively at all levels of the organization with an open, honest and direct communication style that establishes an empathetic and effective relationship with front-line and mid-level personnel.**

What's In It For You?

At Arrow, we recognize that financial rewards and great benefits are important aspects of an ideal job. That's why we offer competitive financial compensation, including various compensation plans, and a solid benefits package.

- **Medical, Dental, Vision Insurance**
- **401k, With Matching Contributions**
- **Paid Time Off**
- **Health Savings Account (HSA)/Health Reimbursement Account (HRA) Options**
- **Growth Opportunities**
- **Short-Term/Long-Term Disability Insurance**
- **Discounted RTD Passes, with convenient office location off RTD Light Rail (Dry Creek Exit)**
- **On-site Café with Catering Option for Busy Lifestyles (availability subject to COVID-19 office guidelines)**
- **24/7/365 On-site Gym and Lockers, Free for Use to All Employees! (availability subject to COVID-19 office guidelines)**
- **Bike Racks**
- **And more!**

Annual Hiring Range/Hourly Rate:

\$62,200.00 - \$90,200.00

Actual compensation offer to candidate may vary from posted hiring range based upon geographic location, work experience, education, and/or skill level. The pay ratio between base pay and target incentive (if applicable) will be finalized at offer.

Location:

US-CO-Denver, Colorado (Panorama Arrow Building)

Time Type:

Full time

Job Category:

Business Support

EEO Statement:

Arrow is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, gender, age, sexual orientation, gender identity, national origin, veteran or disability status. (Arrow EEO/AAP policy)

Arrow COVID-19 Vaccination Policy:

Arrow requires new employees in the United States to provide proof of full COVID-19 vaccination prior to beginning work, except where prohibited by law. This requirement may not apply to supply-chain service employees assigned to work at a light industrial facility, warehouse, distribution center, or in-plant store, who are instead subject to location-specific safety requirements.