



## **Full Job Description**

The Export Admin is responsible for implementing, maintaining, and reporting on the Export Management and Compliance Program (EMCP). The Admin will play a key role in investigation and authorization of shipments on export holds.

## **ACCOUNTABILITIES & ESSENTIAL FUNCTIONS**

- **Successful completion of Export Admin Training.**
- **Review and authorize shipments on export holds using Mouser ERP system and third-party Global Trade Management (GTM) system.**
- **Investigate red flags and determine risk to Mouser. Maintain records of investigation.**
- **Deny customer orders when risk to Mouser is unacceptable.**
- **Classify products with U.S.HTS and ECCN codes.**
- **Maintain a good understanding of complex investigation process and screening controls.**
- **Performs deep dives of customer data, using knowledge of systems and processes to identify gaps in the Export Compliance program.**
- **Assist India Trade Compliance Team on collecting export information from suppliers.**
- **Assist the Export Manager in investigation, reporting and audits of export compliance matters**
- **Establishes and maintains effective relationships with business associates. Able to communicate with people at all levels. Interacts**

effectively with individuals and groups inside and outside the organization.

- Work independently and remain flexible with the ability to prioritize workloads.
- Demonstrate effective time management and planning/organizing skills.
- Take initiative to expand knowledge for position utilizing all available resources.
- Maintain a resilient attention to detail in a fast-paced environment.
- Maintain regular attendance at work.
- Other duties as assigned.

## **SKILLS & CERTIFICATIONS**

- Ability to read, analyze and interpret technical data, regulations, and legal documents.
- Exhibit strong analytical, problem solving skills.
- Ability to make good solid judgement.
- Capable to drive the right results with a focused and pragmatic approach.
- Detailed and thorough in work habits with high multi-tasking and organizational skills.
- Proficient in using personal computer, internet e-mail, Microsoft Word, Excel, Access, Power Point, Outlook, and other software.
- Ability to type data and use a computer for long periods of time.
- Self-motivated and results orientated.
- Able to work independently or as part of a team.
- Able to work well under pressure of deadlines.

- **Skill Evaluation: Spelling 80%, Math 80%, Typing 40 WPM, Basic Excel 70%.**
- **Excellent verbal and written communication and phone etiquette.**
- **Knowledge/experience of Census and U.S. Customs Regulations, U.S. Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), and Office of Foreign Assets Control (OFAC) preferred.**

## **JOB LEVELS**

### ***Export Admin I***

- **High School diploma or equivalent. Minimum 3 years post high school experience including minimum 1 year approved related work experience, or equivalent combination of education and experience.**
- **To complete BIS (Bureau of Industrial Security) training by end of year one of hire date.**

### ***Export Admin II***

- **Provide support for Export Admin I with their inquiries/clarifications.**
- **Productivity requirement – Minimum 50 orders/equivalent tasks per day.**
- **Have a good understanding of the Mouser Export Compliance processes and must be proficient on working different export holds.**
- **Ability to process, investigate and trouble shoot EEI filings in AES.**

- Cross trained on at least one or more sub functions apart from the primary process.
- Support new joiners or existing team members to improve their performance.
- Complete update certification on Export Training

## **Requirements**

- 2+ years of Export Compliance with mastery of Export Admin Level I position experience required. For internal candidates, experience can be a combination of internal and external experience.

## ***Export Admin III***

- Provide support for Export Admin I and II with their inquiries/clarifications.
- Productivity requirement – Minimum 80 orders/equivalent tasks per day.
- Communicate with Trade Compliance Team in India on process related matters.
- Participate in and suggest process and standard improvements to build the skills and practice of Export Admin.
- Conduct process training and helps in cascading process related updates to staff.
- Assist in preparing procedures and weekly/monthly reports.
- Backup of Senior Export Admin
- Complete update certification on Export Training.

## **Requirements**

- **4+ years Export Admin with mastery of Export Admin Level II position experience required. For internal candidates, experience can be a combination of internal and external experience.**

### ***Senior Export Admin***

- **Provide support to Export Admin I, II and III.**
- **Productivity requirement – 50 orders/equivalent tasks per day.**
- **Assist Export Admins on questions about Export Compliance and proactively inquire Export Admins regarding pending orders on hold.**
- **Perform detail review of specific order for Export Admins and consistently provide accurate information and answers to Admins for ongoing growth and development.**
- **Assist Export Coordinator in researching errors and monitor workflow as backup support.**
- **Perform training sessions during team meetings.**
- **Complete update certification on Export Training**
- **Team subject matter expert.**

### **Requirements**

- **6+ years Export Admin with mastery of Export Admin Level III position experience required.**
- **Internal candidates:**

**Experience can be a combination of internal and external experience.**

**Minimum Highly Effective performance in current role.**

***This is a summary of the primary accountabilities and requirements for this position. The company reserves the right to modify or amend accountabilities and requirements at anytime at its sole discretion based on business needs. Any part of this job description is subject to possible modification to reasonably accommodate individuals with disabilities.***

**Category:Quality**

**Equal Opportunity Employer, including disability and veterans.**

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