



Aerospace Trade Compliance

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Job Overview

Title: Trade Compliance & Lead Auditor

Reports to: Quality

Location: Kent, WA

Type: Exempt, Full-Time

Schedule Type: (100% Onsite) Monday – Friday Day Shift

Position Summary

The Trade Compliance & Lead Auditor will oversee and ensure the company's compliance with all international laws and regulations regarding global trade requirements including but not limited to: EAR and ITAR classification, licensing of products and technical data, transaction due diligence, foreign national and denied party screening, export clearance of company's goods and technology, training and procedure writing, and recordkeeping.

The ideal Candidate will be:

- Intellectually curious about the business and the world around them.
- Possess a bias for action, moves with a sense of urgency.
- Coachable, open to learn, grow and develop through feedback channels.
- Interested in future upward mobility and potentially taking a larger role within the business.
- Emotionally intelligent and able to build strong trust with leaders and employees of diverse backgrounds and situations at all levels.
- Collaborative, marked by transparency and flexibility, with a commitment to foster teamwork.
- An exceptional communicator in both written and verbal interactions; clear and concise.
- Comfortable with ambiguity and constant change, nimble and responsive in the short-term while driving progress on longer-term initiatives.

Responsibilities

- Develop, implement, enhance, and maintain procedures, directives, policies, and work instructions with a focus for process improvement and productivity.
- Perform internal audits on business processes and quality management systems.

- Perform external audits on approved suppliers.
- Transact records in trade compliance information systems.
- Analyze transactions for which due diligence indicates potential risk.
- Manage government authorizations throughout their life cycle.
- Provide Technical Data support.
- Serve as Subject Matter Expert on trade issues including, but not limited to, country of origin determination and marking, valuation, denied parties, embargoed countries, anti-boycott compliance and reporting, and red flag issues.
- Lead internal investigations and reviews of deviations from policies and procedures and any possible resulting export/import compliance violations.
- Responsible for the daily management of Jurisdiction and Classifications and liaison with Customers to identify OEM platform.
- Analyze contracts and identify trade compliance issues.
- Ability to prepare and review international shipping documents such as commercial invoice, packing list, air waybill, and export license, including consignee information, INCOTERMS, harmonized tariff code and nomenclature, country of origin, customs value, export classification, and license data.
- Coordinate shipments with freight forwarders and customs brokers, and with customers or suppliers.
- Work pro-actively with departments to prevent trade disruptions. Coordinate with affected internal departments including Sales, Contracts, Purchasing, Shipping, and Production.
- On rare occasions may prepare moderately complex license or permit applications, ATA Carnets, and other international business documents.
- Develop and deliver Trade Compliance training program and materials.
- Monitor and manage trade compliance recordkeeping.
- Analyze export and import regulations and track changes.

Qualifications

- Familiarity with the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR) including anti-boycott regulations, sanctions administered by the Office of Foreign Assets Control (OFAC), Customs Regulations (CR), and the Foreign Trade Regulations (FTR).
- Familiarity with the OCR EASE or other trade compliance information system.
- Strong computer skills including ability to research orders and prepare reports in Enterprise Resource Planning (ERP) or Manufacturing Resource Planning (MRP) information systems, perform spreadsheet calculations, and quickly learn new software tools.
- Strong verbal and written communication skills. Ability to prepare business letters and complete forms with a strong attention to detail.
- Capable of working on problems of moderate scope where analysis of situations or data requires a review of a variety of factors, with general instructions on routine work and detailed instructions on new projects or assignments.
- Ability to work calmly under pressure and with frequent interruptions.

- Ability to travel to attend conferences and training.

Education/Previous Experience Requirements

- Bachelor's degree in business, international trade or business, law, contracts, finance, engineering, or related field of study.
- Experience working in manufacturing environment, preferably within the aerospace and defense industry.
- Experience using Enterprise Resource Planning (ERP) or Manufacturing Resource Planning (MRP) information systems to perform business transactions.
- Must be able to show original documentation to prove US Persons status.

Essential Mental/Physical Demands

Extensive use of hands in writing, use of computer and other office equipment. Sitting for long periods of time in an office environment. Ability to travel on airplanes or in vehicles for long periods of time. Ability to lift and carry up to 25 lbs. on an occasional basis. Within the production environment, you may be occasionally exposed to moving mechanical parts, fumes or airborne particles, and fumes from metal finishing chemicals. Temperatures in the production environment can fluctuate with outside weather conditions.

Full benefits package includes: Medical, Dental, Vision, 401(k) matching, Performance Share incentive compensation (Profit Sharing Plan), 3-weeks paid time off to start, paid community service day, tuition reimbursement, parental leave, short term disability, long term disability, life insurance, long-term care plan options, 10 paid holidays, and onsite health services that includes access to a massage therapist.

Salary Range for position: \$85,000 to \$115,000

Application Process

Please apply at www.hytekfinishes.com/careers with an up-to-date resume and your current contact information. If you are a qualified candidate, we will set you up with a 30-minute phone call with a recruiter to learn more about your experience and to tell you more about the job, compensation, and benefits. The recruiter will reach out should we move forward with the next steps.

Hytek Finishes is an equal opportunity employer. It is Hytek's policy to make all employment decisions without regard to an individual's sex, gender (including pregnancy, childbirth, breast feeding, and related conditions), sexual orientation, gender identity, gender expression, race (including traits historically associated with race, including hair texture and protective hairstyles such as braids, locks and twists), creed, religion (including religious dress and grooming), color, national origin, ancestry (including association, affiliation, or participation with persons or activities related to national origin, English-proficiency or accent or immigration status), physical or mental disability, medical condition, genetic information, marital or domestic partner status, age, veteran or military status, and any other

categories protected by applicable state, local, or federal law.
M/F/Disability/Protected Vet

Department: Quality-012120
This is a non-management position
This is a full time position