

Export Compliance And Procurement Manager

at Dexis Consulting Group ([View all jobs](#))
Virginia, United States

Dexis is a professional services firm that solves the most pressing social challenges in complex environments, paving the way for a more secure and prosperous world.

Dexis embraces [diversity, equity, and inclusion](#) and strives to build and maintain a safe environment where we celebrate diverse backgrounds, treat everyone with respect, and value the unique lived experiences each person brings based on their race, ethnicity, sexual orientation, gender identity, religion, disability, military or veteran status, national origin, age, marital status or family status and related conditions.

At Dexis, you will experience a corporate culture of inclusiveness, fairness, and trust. You will be given the means and mentorship needed to succeed, and your creativity will be rewarded.

ABOUT THE POSITION

Dexis is seeking an **Export Compliance and Procurement Manager** to support corporate procurement activities and export compliance administration for USG clients. The Export Compliance and Procurement Manager will be responsible for ensuring Dexis' compliance with United States export compliance regulations, manage the export compliance program, and provide guidance and support to various Dexis departments. The Manager will be an integral part of Dexis' Contracts team and will work alongside our experienced Contracts Director and Contracts team members to advise Dexis HQ and project teams on contractual requirements, federal rules/regulations, and corporate guidelines and policies to ensure compliance and mitigate risk.

This position can be based out of Dexis Headquarters in Arlington, VA or remotely.

RESPONSIBILITIES

Procurement

- Review requests and draft agreements for procurements and independent contractor acquisitions.
- Identify all potential contract compliance issues, correct the situation, and follow up to ensure corrective action is taken.
- Conduct regular research of USG rules and regulations as related to USAID, DOS, and other clients (e.g., AIDAR, FAR, ADS, ITAR, EAR) to ensure compliance
- Support preparation and review of documents for internal or external audits
- Conduct regular review of project procurement, acquisition files and provide feedback to inform corrective actions, as needed

Import/Export Compliance

- Interpret and ensure company compliance with International Traffic in Arms Regulations (ITAR), BIS Export Administration Regulations (EAR), and other relevant U.S. and international export control laws and regulations.
- Determine the need for and maintain licenses from Department of State Directorate of Defense Trade Controls (DDTC), Department of Commerce Bureau of Industry and Security (BIS) and Department of Treasury Office of Foreign Assets Control (OFAC).
- Classify products, technical data/technology, and software according to ITAR and EAR requirements.
- Develop and conduct training sessions for employees on export control regulations, policies, and procedures.
- Perform regular audits of export transactions and compliance processes. Identify and address any potential compliance issues.
- Create strategies to ensure that required equipment for international development projects reaches host country expediently while mainlining compliance with relevant regulations.

- Maintain accurate records of all export transactions, licenses, and compliance activities.
- Ensure compliance with OFAC sanctions by managing the corporate screening platform.
- Perform compliance review of import, and export documentation for international shipments of tangible items.
- Prepare and submit voluntary self-disclosures as needed.
- Identify and mitigate risks associated with export activities.
- Maintain relationships with freight forwarders, customs brokers, and other third-party service providers.
- Work with freight forwarder and customs brokers regarding documentation requirements and other import and export regulations in ensuring timely clearance.
- Ensure knowledge and understanding of emerging changes in export control regulations and best practices. Recommend and implement improvements to the export compliance program.
- Implement, monitor, and maintain export policies and procedures.
- Review contracts for export or import language that may affect delivery and performance of the contract.

QUALIFICATIONS

Minimum Requirements:

- Bachelor's degree in a related field
- A minimum of six (6) years of progressively responsible experience in USG project and contract management and export compliance
- In-depth understanding of ITAR, EAR and other relevant export control regulations plus familiarity with related international regulations
- Working knowledge of FAR, AIDAR, Foreign Affairs Manual (FAM), the Automated Directives System (ADS), and Department of State Standardized Regulations (DSSR)

- Experience effectively providing training and coaching on contractual considerations
- Strong problem-solving and negotiation skills as well as exceptional customer support (both internally & externally)
- Demonstrated ability to provide contractual oversight by identifying and presenting to management program issues and providing solutions with proven business experience
- Prior experience developing policies, procedures, and templates
- Proficiency in MS Office Suite and SharePoint
- Excellent organizational skills with a willingness to take initiative
- Ability to manage and prioritize tasks with multiple deadlines
- Excellent oral and written communications skills

Preferred Requirements:

- Demonstrated experience working with Government agencies related to export compliance
- Demonstrated ability to manage complex compliance projects and initiatives

Below is the pay range aligned with this position. When creating an offer, Dexis evaluates compensation holistically, triangulating between external market research, our budget for the position, and internal equity to arrive at a figure that is fair and competitive.

Dexis pay range for this role:

\$77,000—\$115,000 USD

Dexis is on a mission to help solve today's most pressing global political, social, and economic challenges and create a world where all people are safe and prosperous. As a Dexis employee, you will be challenged, empowered, and mentored. Our motto is "find a way or make a way" — that's how Dexis goes "all in." How will you?

If you are passionate about this opportunity, apply now!

Only those applicants who meet the above criteria will be contacted for interview.

Dexis is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, sex, national origin, religion, pregnancy, disability, age, genetic information, military service, veteran status, ethnicity, citizenship, sexual orientation, gender identity, marital status, childbirth and related medical conditions, including lactation, or any other protected class under applicable law.

As part of a competitive benefits package for eligible employees, Dexis provides healthcare insurance in addition to other staff welfare benefits and perks.

If you are hired for a position that is paid from the Dexis home office, you will be required to submit proof that you have received the COVID-19 vaccine unless you qualify for a legally recognized medical or religious exception to the vaccine requirement. This does not apply to AL, AZ, FL, KS, MT, NH, ND, or TX residents.

Apply for this Job

* Required