Trade Compliance Manager   **REQ#**

Position Overview:
The Trade Compliance Manager is responsible for oversight and execution of the Global Trade Compliance program in the US and for ensuring all export activity in the US is carried out in accordance with law, regulation and company policy. The Trade Compliance Manager must be organized, efficient and flexible; work well under pressure; understand highly technical products and services; develop strong, cross-functional partnerships; and thrive in a fast-paced environment.

Responsibilities:
The following represent the key responsibilities of the role as they exist today. This role may expand to include responsibilities that may be new to the Trade Compliance Manager.

- Serve as Entrust's liaison with BIS, OFAC, and CBP as needed.
- Oversee program controls related to the export of hardware and software out of the US (e.g., licensing, sanctions compliance, KYC checks).
- Understand ITAR/EAR requirements, including familiarity with encryption controls and licensing exemptions and exceptions.
- Complete required export filings and/or audit third-party filings made on Entrust's behalf.
- Develop and deliver cross-functional training on trade compliance topics.
- Identify and mitigate risks associated with exports in the US.
- Regularly monitor global trade compliance news and regulation changes to ensure continued compliance.
- Assist with the review, validation, and documentation of HTS and ECCN classification codes used by Entrust.
- Assist with the creation of policies, standards and job aids related to the Trade Compliance program.
- Assist with the development and measurement of performance metrics for Trade Compliance.
- Partner cross-functionally to ensure compliance with trade controls for new or substantially modified products.

Basic Qualifications:
- Bachelor's degrees in related/relevant field
- 8+ years' experience in trade compliance
- Must be able to lawfully work within the jurisdiction where the colleague resides
- Must be able to travel as needed

Preferred Qualifications:
- Must have proficiency in MS Office applications (Excel, Word)
- Must have excellent technical, analytical, organizational, and computer skills
- Strong written and verbal communications skills and capabilities