



Job Opportunity

Company	Global Trade Jobs
Job Title	Trade Compliance Analyst (Part-Time with Benefits)
Location	Danbury, CT / Washington, DC / Chantilly, VA
Salary Range	
Relocation Assistance	

Job Description / Responsibilities / Requirements

Job Description

ARKA Group L.P. ("ARKA") is an advanced technologies company serving the U.S. military, intelligence community, and commercial space industry delivering next-generation solutions to support the national security space enterprise. Built on more than six decades of excellence, ARKA brings modern approaches and a culture of innovation to the challenges of today.

Join the ARKA team to learn how Beyond Begins Here. Discover your next career opportunity now!

Position Overview:

The Global Trade Compliance Analyst will support legal and trade compliance management in connection with the implementation of a trade compliance program across multiple businesses by: developing and providing training; working with business partners to prepare export licenses; confirming proper screening and authorizations are in place prior to shipments or facility visits; supporting jurisdiction and classification analysis; and conducting internal audits to help ensure compliance with U.S. Government and non-U.S. export regulations. **This position is part-time (20 hours per week) with flexible Eastern Time Zone working hours, based in Danbury, CT, Chantilly, VA or Washington, DC.**

Responsibilities:

- Apply and implement U.S. and U.K. trade compliance regulations as well as company policies related to trade compliance
- Manage denied party screening and release shipments in the Company's trade compliance systems
- Review relevant regulations to ensure proper authorizations are in place prior to export
- Draft export license applications in partnership with Business Development personnel
- Work with Engineering, Supply Chain and other functional groups to classify goods and data for export
- Maintain licensing requirements and records
- Support audits to assess the export/import compliance of the Company and supporting operating entities; assist in implementing corrective actions where necessary
- Stay up to date on regulatory changes and help educate relevant personnel on policy changes as needed

Required Qualifications:

- Bachelor's degree or equivalent
- A minimum of 2 years of prior experience in a role managing export processes.
- Experience with drafting and submitting export licensing applications in DECCS or SNAP-R.
- Strong working knowledge of U.S. export regulations and practices
- Working knowledge of business and trade compliance systems such as SAP/GTS, OCR or similar
- Project management and problem-solving skills
- Strong written and verbal communication skills with ability to impart information in a clear and professional manner, including developing and presenting training material
- Able to work collaboratively with others in a fast-paced environment and handle multiple simultaneous tasks while maintaining a positive approach
- Flexible, curious, and willing to support other legal and compliance tasks
- Excellent attention to detail and accuracy

What We Offer:

- Comprehensive medical/vision/dental insurance packages
- Company contributions to qualified HSA accounts
- 401k retirement plan with industry leading company contributions
- 3 weeks of vacation accrual per year plus time off for sick leave and unscheduled life events
- 13 paid holidays

- Annual bonus program based on company and employee performance
- Company paid life insurance, AD&D, Short-Term and Long-Term disability insurance
- 4 weeks paid Parental Leave
- Employee assistance program (EAP)

EHS/Environmental Requirements:

This job operates in a professional office environment. While performing the duties of this job, the employee routinely is required to use hands to keyboard, communicate, listen to, and interpret instructions and remain stationary for extended periods of the time. This would require the ability to move around the campus and occasionally move/lift items weighing up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Applicants are invited to apply for a reasonable accommodation to perform the essential duties of the job. To apply, send a request to staffing@arka.org or contact 203-797-5000 and press 2 for Human Resources.

ITC & Security Clearance Requirements:

This position requires the incumbent to access export-controlled information. The incumbent must be a U.S. person (U.S. citizen, U.S. national, green card holder, refugee, or asylee).

Visa Restrictions:

No visa sponsorship is available for this position.

Pre-employment Screenings:

Employment with any ARKA companies in the U.S. is contingent upon satisfactory completion of several pre-employment requirements to include a credit check, background check, and drug screen.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities:

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.

Contact Information to Apply

Apply:

<https://www.globaltradejobs.com/employment/trade-compliance-analyst-part-time-with-benefits-listing-22255.aspx>