



Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Manager Trade Compliance
Location	Detroit, MI
Salary Range	\$140,000 - \$150,000 annual base salary
Relocation Assistance	Local candidate preferred

Job Description / Responsibilities / Requirements

JOB SUMMARY:

The Global Trade Compliance Manager will contribute to the implementation and continuous improvement of the company's export compliance program under the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR), the Foreign Trade Regulations (FTR) and the Foreign Assets Control Regulations (FACR). This role will be the primary point of contact and subject matter expert advising the company personnel involved in program management, engineering, international sourcing, purchasing, business development, and sales transactions. This role will ensure alignment with corporate processes, policies, and procedures and will report directly to the company's Global Trade Compliance teams. The manager will advise on export jurisdiction or classification determinations, provide training and education on export compliance topics, and obtain and/or implement U.S. government export authorizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the primary trade compliance resource (Empowered Official) and point of contact
- Promote trade compliance policy and operational procedures with the direction of the Corporate Compliance Director
- Represent the corporate trade compliance program.
- Attend business unit specific meetings and communicate program updates and initiatives

- Collaborate with corporate trade compliance and other relevant departments: Work with HR, Business Development, Engineering, Contracts, and other teams to ensure seamless integration of compliance efforts
- Ensures export licenses are in accordance with ITAR/EAR or other applications for export approval are professionally prepared, accurate, and properly coordinated within the company
- Responsible for supporting the determination of the export jurisdiction and classification of technical data, systems, and parts
- Prepare, obtain, and implement export authorizations to support international purchasing and sales programs
- Ensure compliance with administrative requirements applicable to export transactions, including recordkeeping, certification, and report requirements
- Maintain a mastery of federal regulatory requirements and ensure professional work product in the areas of U.S. and international export compliance, sanctions, and documentation. Including compliance with EAR, ITAR, FTR, FACR, etc.
- Advise internal stakeholders of program and transaction specific export compliance issues; proposes and implements mitigation plans
- Provide export compliance outreach to suppliers and customers as appropriate to minimize trade compliance risks
- Develop and manage audit programs to ensure export compliance within sales, records, shipping, licensing, and access processes
- Support training initiatives on export compliance to ensure a knowledgeable and educated workforce
- Investigate potential export compliance violations including root cause analysis; present findings to the corporate compliance team, counsel and leadership, prepare reports and disclosures as appropriate, and work with implement process improvements as appropriate
- Management of the export jurisdiction and classification process under the United States Munitions List and Commerce Control List
- Establish a comprehensive record management system to document all export activities in alignment with applicable U.S. export control regulations
- Maintain and regularly audit the record system to ensure ongoing compliance and readiness for intern and external audits

MINIMUM QUALIFICATIONS:

- Bachelor's degree and 5 or more years of experience within Trade Compliance
- Experience in directly or indirectly leading and developing others

PREFERRED QUALIFICATIONS:

- Relevant industry related certifications

- Global Trade experience within the manufacturing industry
- Ability to effectively communicate
- Ability to work independently and as part of a team
- Strong organizational skills with exceptional follow-through and attention to detail
- Strong time-management and prioritization skills, able to multi-task and prioritize competing requirements and meet deadlines
- Proactive and self-motivated
- Ability to work in a fast-paced environment where requirements are constantly changing
- Experience and proficiency with various web-based software applications including Microsoft Office Word, Excel, PowerPoint, SharePoint, etc.
- Occasional travel required; typically, less than 25%
- Ability to obtain security clearance

Contact Information to Apply

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