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INTERNATIONAL COMPLIANCE SPECIALIST - 2833



Full Time Regular

On-Site

Lincoln, NE, USA | Battle Creek, MI, USA | Provo, UT, USA

Work Week Start: Monday

Work Week End: Friday

Work Start Time: 8:30 AM

Work End Time: 6:00 PM

Posted 13 days ago

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The **International Compliance Specialist** supports Duncan Aviation, Inc.'s (the "Company") International Compliance Department (the "Department") in administering the Company's Export and Import Compliance Program (the "Program") to insure compliance with complex export/import regulations and the timely facilitation of shipments through customs. This position prepares and submits various import/export documentation, makes classification determinations, maintains various compliance records and data bases, and maintains professional relationships with team members, customs brokers, freight forwarders and appropriate government officials. This position will focus either on Import or Export compliance tasks, as determined by the Company's Compliance Officer. They will also be cross trained as a backup for the other members within the Department. The International Compliance Specialist I focusing on Import will work closely with the Company's customs brokers in order to obtain timely and proper clearance of import shipments through U.S. Customs. The International Compliance Specialist 1 focusing on Export will review and approve parts orders prior to shipment to insure compliance with Foreign Trade Regulations.

Essential Job Functions**General** – The International Compliance Specialist will:

1. Use established procedures to determine the proper classification of aircraft parts and update internal databases accordingly;
2. Maintain International Compliance Program records and reports in accordance with Program requirements;
3. Assist the Company's shipping personnel at all locations with proper compliance related items on commercial invoices;
4. Maintain professional relationships with team members, customs brokers, freight forwarders, vendors and appropriate government officials and respond promptly to inquiries, from inside and outside the organization regarding international shipments and import/export transactions.
5. Occasionally provide service as point of contact for internal or external customers before or after normally scheduled hours of work.
6. Perform other duties as assigned by management.

Import Specialist – The International Compliance Specialist specializing in Import will:

7501. Provide tariff classification, country of origin and valuation information to the Company's customs brokers as required to affect timely import clearance through U.S. Customs. The individual will perform audits on import entries to ensure compliance with federal regulations. This includes reviewing all documentation associated with each import transaction including the commercial invoice, the air waybill, customs clearance instructions provided by the Company, and the U.S. Customs entry summary Form CF7501.

7502. Prepare and submit import documentation as required by partner government agencies (ex: FDA, FCC and USDA).

Export Specialist – The International Compliance Specialist specializing in Export will:

Review and authorize sales orders for export to ensure timely shipment in accordance with US Export Regulations. Make preliminary determinations when transactions may require export and/or import licenses, escalate transactions that may require export licenses or may include Denied Parties to the International Compliance Officer (ICO) for further review.

Job Specific Requirements

- **Licenses/Certificates:** Eligible to receive and handle controlled unclassified information; U. S. person as defined in 22 C.F.R. §120.16
- **Attendance:** Regularly scheduled attendance required
- **Physical:** Repetitive motion; tolerates prolonged sitting
- **Environmental:** N/A
- **Schedule:** 40 hours per week. Availability required between 8:30 a.m. and 6:00 p.m. Daily hours may vary based on operational needs.

Education and Experience

- High School graduate or equivalent required
- Experience involving knowledge of aircraft parts preferred
- Previous import/export regulatory compliance experience preferred

Available Benefits

- Moving is expensive and hard work! **Relocation Assistance** is available for those that qualify.
- Duncan offers a comprehensive **Benefits Package** (Medical, Dental, Vision, Vacation/Holiday) that is available to team members on day one.
- Plan for your medical needs with a **Health Savings Account** (employer and employee contributions).
- Save for your future through our **401(k) program** where you can begin contributions within your first 45 days, **50% match on first 6% contributed**
- Enjoy Duncan Aviation's **On-Site Fitness & Health Clinics** at the MRO locations
- Take advantage of a variety of **In-House Training** opportunities, or use **Tuition Assistance** to further your education.

Duncan Aviation is an Equal Opportunity and Affirmative Action Employer. EOE Minorities/Females/Protected Veterans/Disabled

COMPANY DESCRIPTION:

Duncan Aviation is the largest, family-owned maintenance, repair and overhaul (MRO) facility in the world providing complete nose-to-tail services for business aircraft. We value the individual experiences and diversity of our workforce and are proud to be a Veteran-Friendly Employer. Individuals of all backgrounds, nationalities, disability status, and military service are encouraged to apply.

Are you ready for an **Experience. Unlike any other?** Apply today!

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