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Trade Compliance Analyst

Locations: Dallas, Texas**Req ID:** 34825

Job Description

Overview

Continental Electronics Corporation is looking for a Trade Compliance Analyst to join us at our new location in Galatyn Commons, North Dallas. Continental Electronics Corporation is a leading provider of RF technologies and innovative solutions with over 75 years of proven performance. CEC has experienced significant recent growth and has established itself as the go-to supplier for a diversified product line supporting a wide spectrum of markets from commercial products, military customers, to space research laboratories.

Under the direction of the Trade Compliance Manager, the Trade Compliance Analyst will ensure that the business undertakes import/export activities in accordance with all applicable laws and regulations.

Responsibilities

- Interpret and provide guidance to the business unit on the applicability and implementation of U.S. export regulations, escalating to the Trade Compliance Manager if necessary
- Independently review order information and other business scenarios and make the determination if a U.S. export license is required

- Draft and submit export license applications to the U.S. Department of Commerce (BIS) or U.S. Department of State (DDTC) and manage approved licenses utilizing OCR and SNAP-R software
- Independently review orders and determine whether they comply with legal requirements (such as anti-boycott, sanctions, restricted parties, etc.) and whether they can be accepted
- Independently review and approve export shipment documentation and Electronic Export Information (EEI) filing to ensure it complies with US export regulations
- Update and maintain HTS codes and ECCN/USML classifications in internal systems
- Screen, review, and approve visitors to CEC facilities
- Support the development and implementation of business processes, procedures and tools to ensure compliance with export / import regulations and Company policies
- Provide training pertaining to U.S. export / import requirements and company trade compliance policies
- Compile compliance metrics for presentation to management
- Assist with investigations, audits and self-assessments and monitor completion of corrective actions as applicable
- Maintain export control records in accordance with U.S. Government regulations and Company policy
- Uphold the company's core values of Integrity, Innovation, Accountability, and Teamwork
- Demonstrate behavior consistent with the company's Code of Ethics and Conduct
- It is the responsibility of every employee to report to their manager or a member of senior management any quality problems or defects in order for corrective action to be implemented and to avoid recurrence of the problem.
- Duties may be modified or assigned at any time to meet the needs of the business.

Qualifications

- Minimum of 5 years export licensing and trade compliance experience
- Demonstrated ability to interpret and apply complex laws and regulations in a practical manner to facilitate business operations
- Possess excellent written and oral communication skills, with the ability to interact effectively across multi-functional departments
- Strong organizational skills, with the ability to handle multiple tasks and manage priorities

- Must be detail oriented
- Ability to analyze information and make sound decisions,
- Ability to obtain DoD Secret clearance

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The specific programs and options available to any given employee may vary depending on eligibility factors such as geographic location and date of hire. Please note that the salary information shown above is a general guideline only. Salaries are based upon candidate experience and qualifications, as well as market and business considerations.

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