



Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Trade Compliance Program Manager
Location	Remote - EST
Salary Range	\$110,000 - \$135,000 base salary
Relocation Assistance	No relocation assistance available

Job Description / Responsibilities / Requirements

JOB DESCRIPTION

The Global Trade Compliance team operates across the Americas, EMEA, and APAC regions in close collaboration with the Company's Legal department. The team defines, implements, and continuously improves processes and policies to ensure compliance with global export control, sanctions, and customs regulations.

As the Global Trade Compliance Program Manager, you will report to the Director, Global Trade Compliance & Customs and serve as the program lead for enterprise-wide trade compliance initiatives.

This role will focus on managing global compliance projects, optimizing processes, and ensuring the successful integration of trade compliance requirements into the Company's systems.

This role will partner with cross-functional teams—including Supply Chain, Engineering, IT, Finance, and Sales—to strengthen the Company's global trade compliance framework, enhance operational efficiency, and reduce compliance risk across all regions.

KEY RESPONSIBILITIES

Program and Project Management

- Lead the planning, execution, and delivery of global trade compliance initiatives, including process optimization, technology integration, and system enhancements.
- Manage the implementation of trade compliance modules within the ERP system to ensure alignment with global regulatory requirements.
- Establish and maintain project governance, milestones, KPIs, and reporting mechanisms for trade compliance programs.
- Coordinate global stakeholders to ensure timely completion of key deliverables and consistent global deployment of compliance practices.

Regulatory Compliance and Oversight

- Stay current on international trade laws, import regulations/tariffs, export control regulations, and sanctions programs applicable to the Company's business activities.
- Translate complex regulatory requirements into actionable business processes and internal controls.
- Collaborate with Engineering and Legal teams to establish export control measures and export authorization processes globally.

- Monitor the effectiveness of trade compliance procedures and implement corrective actions as needed.

Classification, Licensing, and Documentation

- Lead efforts to standardize global product classification processes, including export control, HTS, and country-of-origin determinations.
- Develop and maintain processes for end-use/end-user certifications, license applications, and transaction due diligence.
- Ensure accuracy and consistency in trade data, documentation, and system configurations supporting export and customs compliance.

Risk Management and Continuous Improvement

- Conduct global risk assessments and audits to evaluate compliance performance and identify improvement opportunities.
- Develop risk mitigation strategies to prevent export control or import customs violations.
- Drive continuous improvement initiatives leveraging digital tools and automation to enhance compliance monitoring and reporting.
- Support internal investigations and voluntary disclosures, when applicable.

Training, Communication, and Stakeholder Engagement

- Develop and deliver global training programs to increase awareness of export control, sanctions, and customs requirements.
- Promote a culture of compliance through proactive communication and cross-functional collaboration.
- Partner with IT, Supply Chain, and Finance to ensure trade compliance considerations are embedded in business processes.
- Provide input in communications with government authorities and external consultants regarding trade compliance projects and inquiries.

REQUIRED EXPERIENCE & EDUCATION

- 10+ years of progressive experience in global trade compliance, covering export controls, customs, sanctions, and trade agreements.
- Deep understanding of U.S., EU, and Canadian export control and sanctions laws, with additional experience in UK, Swiss, Chinese, and other jurisdictions considered an asset.
- Proven track record in managing large-scale trade compliance or ERP integration projects within a multinational organization.
- Bachelor's degree in Engineering, International Business, Law, Supply Chain, or related discipline; PMP or other project management certification preferred.
- Strong analytical and organizational skills, with the ability to interpret complex regulations and translate them into practical business solutions.
- Excellent written and verbal communication skills, capable of influencing and engaging stakeholders across multiple levels and functions.
- Demonstrated ability to lead change, manage competing priorities, and deliver results under tight deadlines in a global environment.

Contact Information to Apply

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