



Export/Import Licensing & Logistics Administrator

ITT Exelis is pleased to offer an important career opportunity for an Export/Import Licensing & Logistics Administrator. This position is responsible for ensuring compliance to import and export regulations pertaining to the sale, logistics, and shipment of our products. Experience with US Department of State export authorizations for defense hardware, data and services regulated by the International Traffic in Arms Regulations (ITAR) is required. The Administrator will make determinations and provide guidance to employees regarding requirements and restrictions on international activity and transactions so as to negate adverse impact to business activities while maintaining regulatory compliance.

Duties/Activities:

- Prepares and submits licenses electronically
- Drafts, submits, tracks and executes agreements (TAA/MLA)
- Prepares General Correspondence and Proviso reconsideration requests
- Prepares import/export documentation
- Coordinates Customs transactions with appropriate Brokers
- Performs Liaison with Brokers
- Briefs employees on license/agreement provisos/limitations and scope
- Reviews and authorizes the use of specific ITAR exemptions when appropriate
- Performs Bid/Order/Consignment review in order management system

Required Experience:

- High School Diploma required, Associates or Bachelors degree preferred
- Knowledge and skills associated with Licensing/Custom Activities required
- 2 to 3 yrs experience with export licensing of defense articles and defense technical data required
- Experience with Technical Assistance and Manufacturing License Agreements highly desirable
- Working knowledge of the ITAR, EAR, and US Customs regulations
- Ability to multi-task, required
- Strong communication skills are required

**To view this position along with other exciting opportunities at ITT Exelis please go to www.exelisinc.com/careers

Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information, US Citizenship required.

We are committed to an inclusive and diverse workplace that values and supports the contributions of each individual. This commitment along with our common Vision and Values of Respect, Responsibility, and Integrity, allows us to leverage differences, encourage innovation and expand our success in the global marketplace.