

**JOB DESCRIPTION**

**Job Title:** Import/Export and Trade Compliance Manager  
**Department:** Quality  
**Report To:** Director, Quality  
**Direct Reports:** None  
**FLSA Status:** Exempt  
**Effective Date:** 12/07/2022  
**Approved By:** Director, Quality

**SUMMARY**

The Import/Export and Trade Compliance Manager will lead global trade compliance for all Safran Aerosystems Services Americas products and services. The role serves as the trade compliance subject matter expert through the provision of a robust trade compliance system of procedures and documentation that meet the requirements of applicable laws, regulations, company policies and best practices. The individual will provide support and guidance to other Safran Aerosystems Services departments for import, export and trade activities as well as defining, development and deployment of related internal training requirements for staff. As a Quality Department team member the individual will assess regulatory and policy compliance and drive continual improvement through conducting internal audits of trade practices and effectiveness of related training programs.

**DUTIES AND RESPONSIBILITIES**

This position addresses the following, and may be amended at management's discretion, in accordance with all applicable Federal, State and local laws/regulations and the Companies policies, procedures and guidelines:

- Develop and support comprehensive risk-based export controls and audit procedures to ensure compliance with US regulations including the Export Administration (EAR) Regulations, the International Traffic in Arms (ITAR) Regulations, and the Office of Foreign Asset Control (OFAC) regulations and sanctions programs
- Ensure appropriate licensing and export authorization of products and services
- Determine the applicable of ITAR license / exemption, or the applicable ECCN license / exception
- Ensure records are maintained and in compliance with all governing regulatory requirements and the activities demonstrate reasonable care
- Provide direction on segregation and protection of controlled data
- Proactively identify potential export, import and trade compliance risks and develop corrective actions and plans
- Define and perform internal audits and provision of support for external audits
- Develop and implement continuous improvement actions to address issues arising from investigations, disclosures, governmental/regulatory visits, audits and identified deficiencies
- Development and deployment of mandatory training and assessing training effectiveness

## **DUTIES AND RESPONSIBILITIES CONT'D**

- Establish containment actions in response to logistics and customs issues and escalates complex issues to management as appropriate
- Liaise with internal and external parties regarding the classification of Safran products using the Harmonized Tariff Schedule (HTS) of the United States according to General Rules of Interpretation (GRI's), Binding Rulings, Explanatory Notes, Informed Compliance Publications, Reasonable Care Guides, and other established Customs information. Monitors and supply HTS, Schedule B, and ECCN documentation for any concerned shipments
- Creates and maintains appropriate reporting to management. Provide specific analysis on import and export regulatory compliance and supply chain initiatives
- Ensure and perform denied party screening for employees, visitors, customers, 3<sup>rd</sup> parties and suppliers and maintain corresponding records
- Maintain relationships with the export/import and trade compliance contacts at global sites

## **QUALIFICATION REQUIREMENTS**

### **a) Knowledge and Skills**

- Full working knowledge in Foreign Trade and U.S. customs regulations, tariff codes, and understanding Foreign Trade agreements as it pertains to the business
- Knowledge in determining Harmonized Tariff Schedule (HTS) classification, U.S. export jurisdiction (ITAR/ECCN) classification, country of origin, U.S. customs valuation, and clearance procedures
- Experience with ERP systems
- MS Office Suite: Advanced Excel (proficient using charts, V-look-up, and pivot tables), and intermediate skills in Word and PowerPoint
- Skilled in root cause analysis and ability to make inferences of data under analysis and identify trends in operational statistics or financial records
- Organization skills and attention to detail
- Ability to balance multiple, competing priorities in a dynamic environment
- Capable of working independently with minimal direction

### **b) Competencies**

- Consistent attention to detail
- Technical Capacity
- Organizational Skills
- Communication Proficiency
- Customer/Client Focus
- Time Management
- Collaboration Skills

**QUALIFICATION REQUIREMENTS CONT'D****c) Education and/or Experience**

- Bachelor's Degree (preference in Business, Finance, Logistics, or Supply Chain)
- Seven (7) years of direct work experience in international Import/Export regulatory compliance – or a combination of education/work experience
- Experience in a fast-paced and regulated industry (e.g. aerospace, medical, or high-tech) is preferred
- Experience in aviation repair and overhaul and spare parts distribution is a plus
- US Customs Broker License and/or CUSECO Certification is a plus

**d) Communication Skills**

- Strong oral and written communication skills with interactions with both internal and external customers
- Ability to create Standard Operating Procedures, instructions, and training materials
- Presentation skills

**e) Physical Demands**

- Ability to travel domestically and internationally 10% of the time
- Ability to regularly commute by road between GA sties (<25 miles each way)