

**Responsibilities:**

Collaborate with the Director of Trade Compliance, Facility Security and Corporate Security Officers, Business Directors, Program Managers, Engineers, Legal Counsel, and outside consultants to develop, execute and administer a Trade (import/export) Compliance Program in accordance with the U.S. Dept. of State International Traffic in Arms Regulations (ITAR) and the U.S. Dept. of Commerce Export Administration Regulations (EAR).

- Act as Empowered Official as defined by the ITAR.
- Direct and manage the responsibilities of Trade Compliance support personnel.
- Review of all licensing agreements prior to submittal to the U.S. Dept. of State. May also be asked to prepare and submit licenses as needed.
- Preparation of Technical Assistance Agreements and Manufacturing License Agreements and submittal to U.S. Dept. of State.
- Oversight and management of import and export licenses and agreements to ensure their integration into the daily activities of those programs with which they are associated. May also be asked to prepare and manage export shipments, or provide instruction to brokers on import shipments, as needed.
- Responsible for designing, implementing and conducting ongoing training programs, both company-wide and department-specific, as necessary for the integration of Dept. of State and Commerce licensing requirements into site policies and procedures.
- Conduct periodic internal audits of shipping/receiving records and program export records and logs, to assess extent of compliance with U.S. export laws and effectiveness of training.
- In conjunction with other Trade Compliance personnel, conduct periodic audits of outside agencies such as Freight Forwarders and Brokers to assess their adherence to U.S. export laws as well as contractual requirements.
- Engage in “outreach” by participating in industry seminars, committees, etc. when time and duties permit.
- Regular communication with the CSO, General Counsel, and the Business Strategy Team on regulations updates, audit results, departmental requirements, etc.

**Qualifications:**

- BA or BS from and accredited college or university on a related field; 5-10 years of functional experience in lieu of college degree
- ESD and Safety Training (Provided in-house)
- SIA and BIS Basic and Advanced Seminars
- 5-10 years of functional experience
- 5-10 years of industry experience
- 3-5 years of management experience
- Thorough knowledge of International Traffic in Arms Regulations (ITAR)
- Thorough knowledge of Export Administration Regulations (EAR)
- Functional knowledge of U.S. Customs processes and AES

- Functional knowledge of other U.S. Gov't licensing bodies (e.g., Dept of Treasury)
- Experience in preparation, submittal, and management of licenses and agreements
- Outstanding written and verbal communications skills
- Training / teaching experience preferred

If interested in more information regarding this opportunity or would like to be considered please contact:

## **Brian Spaulding**

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## **Sr. Project Lead**

**DEFENSEPLACEMENTS, INC.**

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