



**ICCPA**  
International Compliance Professionals Association

## **Job Opportunity**

Company	AerSale, Inc.
Job Title	Logistics & Trade Compliance Coordinator
Location	Grapevine, TX
Salary Range	Based on experience
Relocation Assistance	No

### **Job Description / Responsibilities / Requirements**

See page 2.

### **Contact Information to Apply**

Send resume and salary requirements to:

[andrew.harris@aersale.com](mailto:andrew.harris@aersale.com)

Please send with subject: “your name - Logistics & Trade Compliance Coordinator”



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Coral Gables, FL 33134  
Office: (305) 764-3200  
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## JOB DESCRIPTION

**Position Title:** Logistics & Trade Compliance Coordinator

**Status:** Exempt

**Position Summary:** Responsible for coordinating Logistics and Trade Compliance issues, processes, and procedures between various departments as needed under the guidance of the Import/Export Compliance Manager.

### Responsibilities and Duties:

- Proposes policies and procedures to the Import/Export Compliance Manager, Vice President - Quality, Facility Management & Procurement, Senior Management, and others to ensure import/export compliance.
- Responds to logistics and import/export compliance related inquiries from Vice President Quality, Facility Management & Procurement, Senior Management and others.
- Administers import/export policies and procedures through interfacing with the Import/Export Compliance Manager.
- Audits and reports compliance with logistics and import/export policies and procedures, and maintains appropriate records under the supervision of the Import/Export Compliance Manager.
- Coordinates company-wide logistics and import/export compliance procedures with company personnel.
- Request quotes for, arrange, and coordinate both domestic and international shipments under guidance of the Import/Export Compliance Manager, Vice President – Quality, Facility Management & Procurement, and others as needed.
- Makes classification determinations for Company's inventory and advises support personnel in their classification determinations.
- Advises shipping personnel on classification decisions and preparation of AES filings under guidance of the Import/Export Compliance Manager.
- Assists Import/Export Compliance Manager to ensure compliance with all logistics and import/export laws and regulations of the U.S.
- All other duties as assigned

**Reports to:** Vice President – Quality, Facility Management & Procurement

### Education, Knowledge and Skills:

- High school diploma required. Associates degree preferred.
- Minimum six (6) years of combined experience in Import/Export Administration Regulations, including classification determinations, logistics, traffic or freight forwarding preferred.
- Proficiency in running queries and reports in Pentagon a plus.
- Ability to work and interact with departments throughout the organization.
- Must be proficient in Microsoft Windows/Microsoft Office (Word & Excel) and Exchange.
- Must be able to multi-task and complete tasks through to completion.
- Must have strong communication and interpersonal skills
- Must exhibit high level of confidentiality with work product.