



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Export Solutions, Inc.
Job Title	Trade Compliance Specialist II
Location	Melbourne, FL
Salary Range	Not specified
Relocation Assistance	Yes

Job Description / Responsibilities / Requirements

Are you a go-getter who understands the complexities of managing import/export controls in a dynamic, global environment? Do you enjoy solving problems and figuring out ways to keep things moving *compliantly*? Are you gifted with a positive, "can-do" attitude?

We are looking for a talented, results-driven individual who can provide excellent support and assistance for our client's trade compliance activities. **This is a full-time position with Export Solutions, Inc. and it is located in Melbourne, Florida. Relocation assistance is available.**

Essential duties and responsibilities include:

- Conduct internal self-assessments and compliance audits to improve trade compliance activities. This includes quarterly internal audits of export shipment files, as well as the development and implementation of corrective actions.
- Build strong partnerships with key internal stakeholders; provide training and strategic input to maintain and improve the organization's trade compliance.
- Provide expert advice and assistance to the Empowered Official.
- Prepare and file State and Commerce licenses using OCR/EASE software.

- Gather data and prepare Technical Assistance Agreements (TAAs) and other approvals/authorizations.
- Understand and approve export license and license exemption/exception shipments using OCR/EASE software.
- Manage all export and temporary import license applications, to include proper decrementing via OCR/EASE software.
- Provide clearance instructions for third party brokers for imports into the U.S.
- Attend weekly meetings regarding trade compliance.
- Support investigations and provide necessary assistance to address any potential or actual violations.
- As requested, analyze and interpret trade compliance laws and regulations (e.g., ITAR, EAR, OFAC, BATF) and implement industry best practices accordingly.
- Work extensively within OCR/EASE software, and other online tools and technologies, including but not limited to: DTrade, SNAP-R and AES Direct / ACE.
- Provide assistance to other colleagues as may be requested to back-fill for others who are out of the office or unavailable.

Required Qualifications:

- Minimum five (5) years prior experience in a trade compliance role
- Fundamental knowledge of ITAR, EAR and other import/export regulations
- Prior experience with DTrade, SNAP-R and AES Direct / ACE, as well as MS Office
- Excellent attention to detail, accurate record and data-keeping skills
- Strong organizational, interpersonal and written/oral communication skills
- The ability to effectively handle time-sensitive, critical issues despite setbacks, obstacles and time constraints

Desired Qualifications:

- Prior experience with OCR/EASE software is a plus

- Bachelor's Degree from an accredited college or university, or the equivalent combination of education and prior experience

Contact Information to Apply

Qualified applicants must send a current resume to Info@ExportSolutionsInc.com . If you have questions or would like to talk with us further, please call 1-800-290-8705, ext. 0, and leave a message. One of our associates will be in touch with you soon.

About Export Solutions

Export Solutions is a full-service trade compliance consulting firm, specializing in U.S. and international import/export control regulations. Since 2008, we have helped companies and organizations of all sizes improve their compliance to ITAR, EAR, OFAC and other U.S. and foreign regulatory requirements. Our firm's success is driven by our core values – honesty, integrity, continual improvement, teamwork and helping others succeed.

Full-Time Export Solutions Employees receive:

- Competitive Base Salary
- Employee Incentive Compensation Plan
- After one year of service, eligibility for participation in the Export Solutions, Inc. 401(k) Retirement Savings Plan
- Ten (10) days of paid vacation time per year
- Ten (10) paid holidays per year
- Five (5) personal and/or sick days per year