

**Job Description:**

Xilinx, Inc. is seeking a trade compliance specialist with 2-3 years of work experience to join Xilinx's Global Trade Compliance team. The specialist will support Global Trade Compliance team's operational activities and projects to ensure it meets the compliance requirement to applicable import and export regulations where Xilinx conducts business. The role will initially focus on US import and export compliance support but will also be involved in trade compliance issues across other regions as well.

**Qualifications:**

- Bachelor's degree in related field or equivalent experience
- Have working knowledge of US import and export regulations, preferably in the high-tech industry
- Have experience working with trade compliance tools in managing screening solutions and ERP systems
- Familiarity and knowledge of regional regulations of EU, Singapore, Hong Kong, China, India and Taiwan a plus
- Familiarity and work experience with logistics and freight forwarders a plus
- Ability to establish credibility and rapport with cross-functional teams, technical and non-technical team alike
- Organize and set priorities, multi task, program manage and build effective processes
- Strong communication and interpersonal skills
- Ability to work extended hours when necessary

**Responsibilities:**

- Execute Global Trade Compliance team's goals and projects, including developing training and policy
- Work proactively and provide guidance to internal departments to ensure international business activities are conducted in compliance with applicable regulations
- Assist business units with implementing trade compliance requirements into relevant business practices and processes
- Support investigations/due diligence activities and help implement any corrective action as required
- Use trade automation tools and systems to conduct compliance screening as required
- Perform day-to-day trade compliance activities, including the preparation and verification of outbound shipment documentation and review of inbound import declaration information
- Act as point of contact to drive the efficient and compliant processing of shipments with business and logistic teams
- Help manage the Global Compliance team's record keeping and websites