



## JOB DESCRIPTION

<b>JOB PROFILE NAME:</b>	GLOBAL TRADE COMPLIANCE SPECIALIST	<b>REPORTS TO:</b>	Manager, Global Trade Compliance
<b>BAND ZONE/GRADE:</b>	PROFESSIONAL	<b>JOB CODE:</b>	ELR018
<b>FAA Y/N:</b>	N	<b>JOB EXEMPT Y/N:</b>	Y
<b>ITAR RESTRICTED Y/N:</b>	Y	<b>POSITION TYPE:</b>	Full time

### JOB PROFILE SUMMARY

This position ensures corporate compliance with import, export, and free trade laws and regulations by leading and participating in both strategic and tactical activities and initiatives to ensure the LORD Internal Trade Compliance Program (ITCP) objectives are effectively and efficiently managed. This position supports the LORD ITCP through the development, implementation, and management of authorizations, policies, procedures, and training that support domestic and international locations.

### JOB RESPONSIBILITIES

- Develop, implement, and maintain policies and procedures that direct and support export, import, and free trade activities to ensure compliance with US and foreign regulations.
- Stay abreast of new, amended, or proposed regulatory activities to determine impact to the ITCP and business objectives; implement necessary program modifications and effectively communicate throughout the organization.
- Lead or assist with Free Trade program qualification activities including review, evaluation, validation, approval, and communication.
- Determine jurisdiction (USML/ECCN) and classification (USHTS) of LORD products, technology, and software.
- Determine product and technology country of origin consistent with US regulations and requirements.
- Lead, support and liaise with Logistics on import activities to include reviewing invoices, processing post-summary corrections, auditing entries, and interacting with brokers and freight forwarders to ensure compliance with US Customs regulations.
- Collaborate with the business to determine appropriate license requirements and prepare, submit, maintain, and train employees on export authorizations including licenses and agreements to ensure compliance with US export regulations.
- Document in and use internal electronic Access database used to populate, track, and manage export authorization data for use by GTC, shipping, customer service, and sales and marketing.
- Lead and/or support third party and government led audits, queries, submissions, disclosures, and reports along with auditing freight forwarders and develop and/or implement corrective action plan as appropriate.
- Identify and communicate known or potential non-compliance events or activities to Manager GTC, Director Global Compliance, or LORD Legal to include preparing a fact-finding summary of events.
- Develop training modules and lead employee training efforts as defined in LOP-106 on the topics of export, import, and free trade.
- Lead and/or support sourcing compliance activities to include the review of purchase orders for military items, shipments made under LOP-115, country of origin affidavits, and audit internal and external paperwork.
- Manage interactions of trade compliance activities including interaction with third parties to include freight forwarders, brokers, logistics providers, and US or foreign government agencies such as Customs, Department of Commerce, and Department of State.
- Train, cross train and develop other GTC team members or other LORD employees in various aspects of trade compliance.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.



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- Identify, initiate, coordinate, and lead projects/cross functional projects that improve existing processes and procedures to support trade compliance activities and/or business objectives.
- Manage and direct requests from internal and external parties to appropriate individual or function within the organization.
- Support company structure opportunities and action such as Mergers & Acquisitions and global organization activities as requested.
- Operate in a legal capacity for LORD including Power of Attorney (specific to trade related matters) and Empowered Official (if/when designated).
- Willing to travel domestically and internationally, <10%.
- Act as the trade compliance subject matter expert and resource for LORD organizational functions.
- Support Global Compliance through ad hoc projects.

### COMPETENCIES REQUIRED

#### REQUIRED

- Skilled command with appropriate level of working knowledge specific to US export, import, and free trade regulations
- Strong understanding and application of methodologies to determine jurisdiction and classification of LORD products, technology, and software
- Strong interest to continue building career in trade compliance
- Excellent written and verbal communication skills with a high degree of professionalism and interpersonal skills
- Effectively communicate and liaise between GTC and all internal and external parties
- Highly organized with strong attention to detail and accuracy
- Strong leadership and teamwork skills
- Capacity to accept frequent challenges with extensive and complex scope that confront typical trade compliance programs in US manufacturing companies, and manage these challenges effectively with minimal supervision
- Ability to manage several projects of varying complexity simultaneously and effectively
- High ethical and personal integrity standards; honest and trustworthy
- Proficient computer skills and demonstrated capability in Microsoft Office suite tools

### WORK EXPERIENCE

#### REQUIRED

- Minimum of eight years of trade compliance experience
- Skilled command and strong working knowledge of US export, import, and free trade regulations
- Regular interaction and collaboration activities with various organizational functions domestically and globally
- Initiate, coordinate, and lead team projects to include cross functional projects
- At least three years hands-on experience in analyzing and applying regulations to various import and export business processes and functions
- At least three years hands-on experience preparing, obtaining, and managing commodity jurisdictions, export licenses, technical assistance agreements
- At least three years hands-on experience developing, implementing, and auditing an established trade compliance program
- At least three years hands-on experience in developing training modules and delivering to employees domestically and globally



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### PREFERRED

- More than ten years of related trade compliance experience
- Experience with enterprise systems/software, especially SAP and/or trade compliance systems/software
- Experience with trade compliance program in the Aerospace industry
- International work assignment
- Current/recent participation or involvement in professional or industry trade organization such as Defense Trade Advisory Group (DTAG); Technical Advisory Committee (TAC), Import Compliance Professionals Association (ICPA), or Society of International Affairs (SIA)
- Paralegal, finance, regulatory, or tax experience

### EDUCATION

#### REQUIRED

- BA/BS degree

#### PREFERRED

- MA/MS degree
- MBA degree

### CERTIFICATIONS

#### Preferred

- US Customs Broker License
- Certifications in trade compliance capacities, such as Empowered Official, Global Business Professional, US Customs Broker license, etc. Industry qualifications in trade compliance topic areas (e.g. ITAR, EAR, FACR, Customs, etc.)

### LANGUAGES

#### REQUIRED

- English

Manager Approval:	Wren Mitchell	Date:	2/5/2019
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