

R0007284: International Trade Compliance Analyst II - Clearance Required

Job Description Summary

The International Compliance Analyst supports the International Compliance Manager in issuance of export and import policies, procedures, methods, operating practices and functional performance standards to facilitate effective implementation within program objectives and requirements for Sierra Nevada Corporation (SNC), to include the requirements contained in the Arms Export Control Act, Export Administration Act, International Emergency Economic Powers, US Customs regulations and certain foreign customs regulations.

PRIMARY RESPONSIBILITIES:

- Producing export and import documentation as required to support SNC exports and imports
- Maintaining positive working relationships with U.S. Customs and Border Protection and other relevant U.S. and international government regulatory agencies
- Assisting with Freight Forwarder and Broker (FF&B) selection, coordination, and compliance in support of SNC international activity
- Ensuring maintenance of all required export and import records in accordance with regulatory requirements
- Supporting the investigation of compliance incidences, and providing recommended corrective actions to further SNC's international trade compliance objectives
- Conducting training and internal assessments to ensure implementation and effectiveness of internal controls
- Generating performance metrics for export and import processes
- Participating in various process improvement projects as required
- Classifying products for import and export using the (a) Harmonized Tariff Schedule of the United States (HTSUS) according to General Rules of Interpretation (GRI's), (b) Binding Rulings, (c) Explanatory Notes, (d) Informed Compliance Publications, (e) Reasonable Care Guides, (f) Schedule B, (g) Export Administration Regulations (EAR), (h) International Traffic in Arms Regulations (ITAR) and (i) other established regulatory guidelines
- Responding to inquiries from Customs Brokers and Freight Forwarder inquiries regarding HTS and Schedule B classification, ECCN classifications, USML classifications, documentation requirements, and other import and export regulations to ensure timely clearance

ADDITIONAL RESPONSIBILITIES INCLUDE:

- Punctuality to work each day and prepared to work scheduled work hours
- Perform other work-related duties as assigned.

COMPLIANCE RESPONSIBILITIES:

- Responsible for thoughtful adherence to all SNC Policies, Procedures, and Compliance regulations (internal and external)

ESSENTIAL FUNCTIONS:

- Minimum physical requirements to perform all duties and responsibilities, as defined by management

SNC job descriptions are meant as summarizations only. They do not necessarily reflect all duties and responsibilities of a position

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- BA/BS in Related Field preferred. Relevant work experience may substitute for required education.
- 3+ years of related experience.
- Classification of products within export regulations experience

IMPORTANT NOTICES:

- This position requires current/active Secret U.S. Security Clearance. U.S. Citizenship status is required as this position needs an active U.S. Security Clearance for employment. Non-US citizens may not be eligible to obtain a security clearance. The Defense Industrial Security Clearance Office (DISCO), an agency of the Department of Defense, handles and adjudicates the security clearance process. Security clearance factors include, but are not limited to, allegiance to the US, foreign influence, foreign preference, criminal conduct, security violations and drug involvement.