

## **Trade Compliance Analyst – Applied Industrial Technologies**

Join one of the best companies to work for in Northeast Ohio. Applied Industrial Technologies is a 19-time winner of the NorthCoast 99 best places to work in Cleveland. Headquartered in Midtown Cleveland, we are a Fortune 1000 company listed on the New York Stock Exchange (NYSE: AIT). With \$3.5 billion in annual sales we are one of the largest industrial distributors in the world.

Benefits include: health, dental, vision, 401(k) with company match, free secured parking, onsite fitness center, cafeteria, tuition reimbursement, bonus opportunity and career development opportunities.

### **Overview:**

Our Legal Department seeks a Trade Compliance Analyst with knowledge of U.S. trade compliance and U.S. export/import regulations who thrives in a fast-paced, high-performing, and collaborative environment to join its team. This is a high visibility position with the opportunity to partner not only in the Legal Department but across the business and in the corporate community. This position will report to Applied's Assistant-General Counsel.

### **Responsibilities:**

You will act as Company liaison with various regulators, provide training to applicable Company personnel in export compliance, and ensure that the Company has the appropriate systems and processes in place to demonstrate compliance. Support import and export activities through monitoring and maintaining the Company's compliance program.

Ensure compliance with import and export laws, including training and monitoring systems and processes to meet/exceed standards.

- Support daily operations by providing guidance to Company on export requirements and facilitating release of export orders as needed.
- Assist in developing and conducting regular export compliance awareness training to communicate and reinforce compliance processes and procedures.
- Research products to ensure timely and accurate U.S. Harmonized Tariff Schedule (HTS) and Schedule B and ECCN classifications.
- Assist in developing, implementing and maintaining processes, tools and forms required to support export operations and ensure compliance with Export Administration Regulations (EAR), Office of Foreign Asset Controls (OFAC) and other applicable regulations.
- Perform regular assessments of export documentation and AES filings to identify and mitigate potential risks.
- Assists with export compliance program development/implementation and related projects as required.
- Conduct analysis required to qualify products for preferential duty programs, such as NAFTA or other free trade agreement programs.
- Manage the preparation, implementation and modification of export/import license applications, agreements, and exemption/exception usage to support program execution and business opportunities.
- Assist with denied party screening program requirements.
- Ensure export records are being maintained and audited as required by EAR.
- Maintain Company trade compliance policy and manual.

### **Qualifications:**

- 1+ yr proven experience in international logistics / supply chain AND knowledge of US export regulatory compliance
- Working knowledge of HTS, Schedule B, ECCN classifications and / or denied party screening preferred
- Proven ability to work with and coordinate activities at all levels within the organization
- Written and verbal communication skills, including English grammar
- Computer knowledge including MS Office products
- Ability to communicate findings and translate data into understandable formats and documentation
- Attention to detail, multi-tasking, prioritizing, sense of urgency, sense of humor
- Ability to work independently and as a team member in a fast paced, fluid culture
- Proven track record of sound judgment and decision-making
- Bachelor's or Associate degree preferred; relevant experience may substitute for formal degree

Click here to apply:

<https://career4.successfactors.com/sfcareer/jobreqcareer?jobId=22835&company=AIT&username=>