

Job Title:	Export Compliance Coordinator	Job Level:	
Department:	Contracts and Compliance	Job Category:	
Reports to Title:		FLSA Status:	
HRIS Code:		Revision No.:	
Revised By:	C. Feldman; J. Keenan	Revision Date:	

Summary

The export compliance coordinator is responsible for the day-to-day export trade compliance for the Twinsburg, OH site, supporting the Export Control Officer (ECO), as well as collaborating as needed at other Safran sites. The export compliance coordinator must also be aware of all the international trade and custom laws.

This position is a 2 year contract.

Job Location: Twinsburg, Ohio

Essential Duties and Responsibilities

- Prepare export invoices using proper valuation methodologies, ensure all data elements are accurate (description of goods, HTS, Value, ECCN, COO, Incoterms®, DCS, etc.)
- Complete export invoice and carrier label and submit export filing in ACE if needed (for manual shipments) and process system shipments in GTS.
- Review sales order & delivery blocks in GTS for legal control, product classification, denied party screening. Investigate and clear blocks and / or escalate to ECO.
- Assist with license determination process
- Perform end use / end user reviews
- Create export authorizations in GTS
- Maintain export shipment and license exception logs

- Perform all activities necessary to meet regulatory recordkeeping requirements (filing, scanning, uploading, etc.)
- Provide assistance and export documentation to outside repair shops or other vendors when they are exporting on our behalf.
- Perform denied party screening in Visual Compliance as needed, including all Tech Pubs requests, new customer & vendor accounts, etc. Resolve false hits or escalate to ECO.
- Upload MK Data (Descartes) delta files into the GTS system for denied party screening
- Perform thorough review of new customer and new vendor account applications
- Prepare end user statements as needed
- Track all export shipments and make corrections to export filings as needed in ACE system.
- Work with customer-designated freight forwarders for the export of goods in routed transactions and follow up to obtain export records, track shipments, ensure filings are correct, etc.
- Ensure required authorization documentation is obtained for routed export transactions
- Review entries in the Technical Data Export Log on Export Compliance SharePoint site. Request any additional information and / or correct as needed; then once complete and accurate, approve entry.
- Prepare Foreign Travel Certificates of Compliance for Twinsburg personnel traveling outside of the US
- Prepare written work instructions for tasks performed where work instructions do not already exist
- Assist w/ various activities relating to the update / maintenance of HTS / Schedule B classifications, USML / ECCN classifications, country of origin, end use statements, FTA documentation, etc.
- Assist ECO with update or creation of written procedures
- Assist ECO as needed with training and/ or preparation of training materials

- Assist ECO / EO and work with other departments as needed on various compliance projects
- Assist with the NDA process as needed
- Assist with the ongoing update of department SharePoint site
- Work together w/ ECO, EO, and other compliance team members to ensure overall import and export compliance at the site
- Adheres to safe work practices and contributes to the evolution of the health, safety, and environmental program and culture.

Qualifications

Education and/or Experience

- Degree in business, or a related area;
- In lieu of any degree, a commensurate amount of experience with export compliance experience to include: Both EAR and ITAR export authorizations, Technology Controls, Export Control Reform, Export jurisdiction & classification determinations, HTS/Schedule B classification determinations, Foreign person employee authorizations, AES filing Experience with SAP/GTS and experience with international business transactions and shipping documents

Knowledge/Skills

- Proficient with the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR) including anti-boycott regulations, sanctions administered by the Office of Foreign Assets Control (OFAC), Customs Regulations (CR), and the Foreign Trade Regulations (FTR).
- Strong written and verbal communication skills; able to articulate and effectively communicate trade compliance information to various levels of non-technical audiences.
- Excellent interpersonal skills with the ability to work with and through global, cross-functional teams including customer, suppliers, and service providers
- Knowledge of international shipping documents and all required data elements

Certificates, Licenses, Registrations

- N/A

Preferred Skills :

- Experience using Enterprise Resource Planning (ERP) or Manufacturing Resource Planning (MRP) information systems, preferably SAP.
- Experience with international business transactions and shipping documents.
- Experience with trade compliance information systems.
- Familiar with international shipping documents such as commercial invoice, packing list, air waybill, and export license; including consignee information, Incoterms®, harmonized tariff code and nomenclature, country of origin, customs value, export classification, and license data.
- Experience in manufacturing organizations in the Aerospace & Defense sector
- Prior experience with:
 - SAP & GTS (or equivalent systems)
 - Import and Export logistics

Supervisory Responsibilities

None

Physical Demands

May require long periods of sitting.

Work Environment

Typical office environment requiring the use of typical office equipment (i.e. computers, phones, etc.) Computer keyboarding, computer monitor and mouse use including reaching forward, grasping, finger and wrist manipulation and neck bending and turning; near vision is necessary for computer monitor use.

Interested Candidates should click on the link below, you will be directed to Safran's Website. Once on Safran's website you will need to complete an application

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