

Export Compliance Specialist

JOB DESCRIPTION

The Export Compliance Specialist assists with overall execution of Axis Inc. Export Compliance Program with primary focus on training and continuous program process improvements according to established policies and objectives. This position reports to the Export Compliance Manager. Responsibilities: Support Axis' Export Compliance Program under the direction and supervision of the Export Compliance Manager. Seeks out and stays up to date on all US export regulations and their applicability to Axis' products, software, technology and business activities. Assist with development, implementation and maintenance of export control procedures to ensure compliance with US government regulations under the Export Administration Regulations (EAR), Census' Foreign Trade Regulations (FTR) and Office of Foreign Asset Control (OFAC). Manage and execute the Axis Export Compliance Training plan by identifying ongoing training needs, facilitating and supporting development of content specific to internal and external stakeholders. Provide guidance to employees concerning the requirements and obligations of cross border movement of goods. Develop reports and maintain metrics pertaining to various elements of the export processes. Act as Galaxis Champion to oversee and update the Americas Export Compliance site. Support investigations, external audits, internal audits and other compliance matters, as directed. Manage and maintain export files and records in accordance with U.S. Government regulations and Company policy. Interact and work with other Axis business teams (including IT) on export compliance initiatives. Essential Skills: Demonstrated competency in Axis ExA's: Business (Business Acumen, Strategic Thinking, Adapting to Change People (Communication, Teamwork, Relationship Management) Job (Knowledge and Ability, Accountability, Self-Development) Exceptional customer service and solid analytical problem-solving skills Skilled presenter with excellent verbal and written communication skills Strong attention to detail and follow through on assigned tasks Strong analytical and problem-solving skills Experienced in development and implementation of policies, procedures and training materials Domestic and global travel requirement to support functions of the job approximately 15-20%

LOOKING FOR

Specialist

A Specialist is a highly precise worker, who remains skeptical while respecting authority.

[Learn More](#)



Controller

A Controller is detail-oriented and conservative, with a preference for high quality and technical expertise.

[Learn More](#)

Analyzer

An Analyzer is intense, with high standards and a disciplined and reserved personality.

[Learn More](#)

THEY

Will be

Serious

Will need

Understanding of rules and regulations

Diligent

Specific knowledge of the job

Reserved

Freedom from risk of error

Will Like Hearing

Clarity of tasks and duties

Deliver high-quality products and services

Professional work environment

Bring accountability to work

NOTEWORTHY BEHAVIORS

Careful with rules

Formal

Conscientious

Serious

Thorough

Disciplined

Precise

Sincere

Concerned with rules and accuracy

Reserved, formal and quiet

SUMMARY

The duties of this job require a high degree of specialized expertise and skill in maintaining established standards of quality and accuracy. Drive, determination and a self-disciplined approach to achieving results that meet these established criteria are necessary for successful job performance. The job environment is structured and job expectations are clear. While the pace of the work is faster than average, quality is never compromised. The focus of communication and organizational relationships is based on technical expertise. The work requires specialized technical problem solving and ingenuity while working within approved organizational systems and technology, and the demonstration of the values of integrity, quality and caution. New ideas and concepts are also important but will be carefully analyzed and tested before communication and adoption. If the job involves managing others, there is a need for someone who can exercise the necessary authority to assure policies and procedures are followed and time frames are met. At the same time, it will be necessary to give subordinates structured opportunity to develop their own expertise and capability for quality work to assure effective delegation and shared responsibility for work output. It is expected that coaching and training support for achieving effective delegation will be required. The position encompasses a defined span of control and opportunity for someone who engenders trust, demonstrates a sense of urgency and assures consistent achievement of quality standards. The work requires making decisions that support company guidelines authoritatively and quickly.

JOB CHARACTERISTICS

- Varied activities Multiple, simultaneous projects Fast-paced environment
- Technical, analytical focus Work within established standards and guidelines Expertise-based problem solving

- Authoritative, quick decision making within defined span of control Based on accepted quality standards, policies and procedures Important to also train others to make correct decisions
- Communication is task based, technically oriented Team roles are clearly defined Need for collaboration is minimal, when necessary, it is focused on specific tasks or problems
- Leadership based on specialty expertise Directive leadership to assure quality standards are met Delegation infrequently required, and when required, close follow-up is essential

🎓 For PI Masters

