



**ICCPA**  
International Compliance Professionals Association

## Job Opportunity

Company	(AS&E) American Science and Engineering
Job Title	Trade Compliance Analyst
Location	Billerica, MA
Salary Range	\$68,000 to \$70,000
Relocation Assistance	No

### Job Description / Responsibilities / Requirements

Rapiscan Systems | AS&E, an OSI Systems Company is seeking a Trade Compliance Analyst, based out of Billerica, MA.

We are proud to be a trusted provider of advanced X-ray technologies for ports, borders, military, high-threat facilities and critical infrastructure all over the world. Be a part of our mission to provide our customers with best-in-class cargo and vehicle screening systems and services so they can combat terrorism, trade fraud, drug and weapon smuggling, and illegal immigration.

Under the direction from the Trade Compliance Manager, the Trade Compliance Analyst will ensure that the business undertakes import/export activities in accordance with all applicable laws and regulations.

#### Responsibilities:

- Interpret and provide guidance to the business unit on the applicability and implementation of U.S. export regulations, escalating to the Trade Compliance Manager if necessary.
- Independently review order information and other business scenarios and make the determination if a U.S. export license is required.
- Draft and submit export license applications to the U.S. Department of Commerce or U.S. Department of State and manager approved license, license applications must be reviewed by another member of the team prior to submission.
- Independently review orders and determine whether they comply with legal requirements (such as anti-boycott, sanctions, restricted parties, etc) and whether they can be accepted.
- Independently review and approve export shipment documentation and Electronic Export Information (EEI) filing to ensure it complies with US export regulations.
- Update and maintain HTS Code and export classification information in internal systems.
- Screen, review, and approve visitors to Rapiscan facilities.
- Support the development and implementation of business processes, procedures and tools to ensure compliance with export / import regulations and Company policies.
- Provide training pertaining to U.S. export / import requirements, U.S. re-export controls and company trade compliance policies.
- Compile compliance metrics for presentation to management.

- Collaborate with US and UK Trade Compliance teams on daily trade compliance tasks as well as projects.
- Maintain export control records in accordance with U.S. Government regulations and Company policy.
- Uphold the company's core values of Integrity, Innovation, Accountability, and Teamwork.
- Demonstrate behavior consistent with the company's Code of Ethics and Conduct.
- It is the responsibility of every employee to report to their manager or a member of senior management any quality problems or defects in order for corrective action to be implemented and to avoid recurrence of the problem.
- Duties may be modified or assigned at any time to meet the needs of the business.

**Qualifications:**

- Bachelor's Degree or equivalent experience
- Minimum of 3 years export licensing and trade compliance experience
- Minimum of 6 years general business experience
- Demonstrated ability to interpret and apply complex laws and regulations in a practical manner to facilitate business operations
- Possess excellent written and oral communication skills, with the ability to interact effectively across multi-functional departments
- Strong organizational skills, with the ability to handle multiple tasks and manage priorities
- Must be detail oriented
- Ability to analyze information and make sound decisions

*This position includes an education verification as part of our background check.*

**Equal Opportunity Employer - Disability and Veteran**

**EEO is the Law**

Poster Link: [http://www1.eeoc.gov/employers/upload/eeoc\\_self\\_print\\_poster.pdf](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf)

*OSI Systems, Inc. has three operating divisions: (a) Security, providing security and inspection systems, turnkey security screening solutions and related services; (b) Healthcare, providing patient monitoring, diagnostic cardiology and anesthesia systems; and (c) Optoelectronics and Manufacturing, providing specialized electronic components and electronic manufacturing services for original equipment manufacturers with applications in the defense, aerospace, medical and industrial markets, among others.*

**Contact Information to Apply**

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Talent Acquisition Partner

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