

NovAtel, a part of Hexagon's Autonomy & Positioning division, is looking to add to its global Legal & Compliance Team at our corporate headquarters in Calgary, Canada. In this unique opportunity you will work within an exciting high-tech, multinational company which provides autonomy and positioning solutions. As we continue to grow and diversify, we have a need for an experienced business-oriented trade compliance professional.

Reporting to the Director of Legal & Compliance, this new role will be responsible for advising on regulatory and compliance risks related to import/export compliance systems including Canada's Export and Import Permits Act (EIPA), Controlled Goods Program, and US ITAR and Export Administration Regulations (EAR).

As an **Export Compliance Officer** with Hexagon you will:

- Further the export compliance structure through adequate and comprehensive policies, procedures, toolkits, training and communication;
- Provide guidance and assistance to all levels of employees in order administration, purchasing, sales/marketing, engineering, human resources, and finance/accounting in interpreting compliance requirements, and responding to questions and requests;
- Work with multi-disciplinary teams comprised of all levels of personnel, including senior management, to embed compliance procedures into business processes and strategic initiatives
- Conduct research and stay abreast of changes in laws and regulations;
- Obtain and maintain Designated Official designation under the Controlled Goods Program;
- Conduct export classifications in conjunction with business units, draft and submit license applications, oversee restricted party screening, and manage TAAs, MLAs and related agreements;
- Maintain classification and license registers and ensure adherence to recordkeeping regulatory requirements;
- Conduct continuous risk assessment, monitoring, and audits of the compliance program; and
- Manage internal program for handling compliance issues and complete appropriate corrective actions as necessary.

Must-Have:

- 7+ years working in a professional high technology or defense product supply industry
- In depth knowledge and practical experience working with Canadian Export and Import Permits Act and Controlled Goods Program, and US ITAR, Export Administration Regulations, and Foreign Trade Regulations
- A degree in Administration, Commerce, Law or Engineering
- Superb accuracy and detail orientation
- Exceptional time management and organizational skills with the ability to meet deadlines and manage competing priorities in a fast-paced environment
- Excellent English writing and communication skills

Key Success Factors:

- Ability to work under pressure with minimal supervision
- Track record of delivering pragmatic, risk-based advice
- Ability to collaborate effectively within the team and across business units
- Ability to impact and influence both internal and external stakeholders and provide exceptional customer service
- Proactive and positive team players

Nice-to-Have:

- Experience with UK and EU trade compliance laws and permitting requirements