



JOB DESCRIPTION

Compliance Manager

Section A: Overview

Identification:

Functional domain: Trade Compliance
Reference job: Compliance Manager

Revision status:

Revision	Approval	Approval Date	Description
New			TransDigm Description
1			CMC Update

Purpose of the job: *Try to explain in one concise sentence the essence of the job: what is the purpose of the job? What is the contribution of the job to the organization's or service's/ department's objective realization?*

- *Express the activities in one or more active verbs*
- *Indicate the activity domain in which the action is taken*
- *Define the general objective that is strived for*
- *Avoid use of specific division or business unit description*

The Compliance Manager is primarily responsible to oversee general Trade Compliance activity for the business Unit. **Trade Compliance** responsibilities include reviewing and approving export/import license or permit applications, advising on trade compliance matters, providing trade compliance oversight to all site activities, working collaboratively with all departments to ensure they have implemented effective compliance internal controls into their procedures and work instructions, and coordinating contracts and trade compliance training. The Compliance Manager has the independent authority to inquire into any aspect of a proposed export or import, verify its legality and the accuracy of the information to be submitted, and stop any site transaction. Other activities as assigned, including but not limited to, contract administration.



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Main accountabilities: Give the most important results to be achieved in the job. Limit it to stable, permanent job elements. Start with the most important ones and work the way down. Select a maximum of 5 to 8 result areas.

1. Advise BU President and senior staff about trade compliance aspects and risks of proposed business decisions.
2. Work with and implement guidance from Transdigm corporate legal and compliance departments.
3. Analyze and interpret export and import regulations and maintain current knowledge of changes.
4. Review with internal controls (procedures, work instructions, forms, checklists, and tools) to ensure currency and compliance.
5. Work proactively with departments to prevent trade disruptions.
6. Prepare, review, approve, and submit applications for export/import licenses, and other requests for authorization. Manage government authorizations throughout their life cycle.
7. Prepare, review, and approve technology control plans, and provide technology transfer oversight (including visits and travel).
8. Analyze transactions for which due diligence indicates potential risk, and determine whether due diligence has been satisfied.
9. Analyze contracts and identify trade compliance issues.
10. Produce and analyze reports from various ERP/MRP and other information systems.
11. Oversee calculations for preferential treatment under Free Trade Agreements.
12. Prepare and verify export shipping documentation for ad-hoc and other non routine shipments.
13. Coordinate relationships with freight forwarders and customs brokers.

Qualifications:

General

1. Familiarity 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), Customers Regulations (CR), and the Foreign Trade Regulations (FTR).
2. Strong computer skills, including ability to research transactions and prepare reports in Enterprise Resource Planning (ERP) or Manufacturing Resource Planning (MRP) information systems, perform spreadsheet calculations, and quickly learn new software tools.
3. Strong verbal and written communication skills.
4. Ability to work at both detail and strategic levels, work calmly under pressure and with frequent interruptions, and display sound judgment.
5. Ability to prepare or revise procedures, work instructions, forms, and business flowcharts.
6. 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.



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Education:

- Bachelor's degree in business, law, engineering, or a related area.

Experience:

- 10 years business experience.
- 5 years' experience in the Aerospace & Defense sector.
- 8 years' experience with export and/or import regulatory compliance.
- Experience using Enterprise Resource Planning (ERP) or Manufacturing Resource Planning (MRP) information systems.
- Experience with international business transactions and shipping documents.
- Experience with trade compliance information systems.
- Bilingual or multilingual, including English language a plus.
- Prior management experiences a plus.
- Experience with the OCR EASE trade compliance information system a plus.

Competencies:

Customer focused, Ethics and values, Problem solving skills, Integrity and trust, Functional/technical skills, Listening skills, Action-oriented, **Accountable**, values diversity, Approachability, Directing and motivating others, Interpersonal skills, Managerial courage.

Section B: Unique attributes (to be completed by local management as necessary – for use in broader communication)

Additional local job accountabilities: *List any additional responsibilities for this job in this location (avoid procedure or process details)*

Advise Site Manager and senior site staff about trade compliance aspects and risks of proposed business decisions.

Lead the site's "Trade Right Team", a committee of senior site staff who are responsible for implementing local trade compliance work instructions.

Additional local requirements: *list any additional unique requirements as related to the above accountabilities*

This position will require a working environment mix comprised of: office, shop floor, field and customer locations (both domestic and international)

Essential functions (required for all US jobs)



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X Office Environment – Job performed in normal office environment including 6-8 hours a day of sitting, computer activities, communication skills, intermittent standing. Limited lifting, physical activities, or exposure to extreme environmental conditions.

Production Environment – Describe physical and environmental conditions that are prevalent in this job (e.g. lifting, operating equipment, eye/hand coordination, extremes in temperatures, exposure to chemicals, etc.)

Other – Describe any unique requirements or elements of the working environment (e.g. travel, customer facilities, etc.)

May require international travel.