

Vortex Optics – Trade Compliance Analyst

Every Vortex product that leaves our door is covered by our Very Important Promise (VIP) Warranty. The Vortex VIP Warranty simply means, if you ever have a concern, issue or want to order a Vortex product, you will be met with a customer experience that will exceed all expectations! Our promise is unlimited, unconditional and lasts a lifetime. Whether your Vortex role is in Sales, Customer Service, IT, Marketing, Finance, NPD or Operations, every day starts with supporting that promise and **PUTTING THE CUSTOMER FIRST!**

Vortex Optics is looking for a talented individual to join our Supply Chain team. In this role, you will be responsible for the support, advise, and development of our import and export regulatory compliance. This individual will also be responsible for partnering cross-functionally with other internal departments, suppliers, customs brokers, freight forwarders, and government agencies to ensure we are compliant with all international trade regulations and requirements.

What You'll Be Doing

- Accurately prepare shipments for export using Global Trade software.
- Advise and support the business on import and export compliance matters.
- Research, substantiate and justify the HTS classification for products, parts, and components in alignment with applicable rules and regulations.
- Conduct and validate export classifications for products, parts, and components.
- Submit classification ruling requests as needed to DDTC, BIS or CBP.
- Stay abreast of applicable rules and regulations and advise management of trade issues that may affect the company.
- Update, maintain and audit the recordkeeping program for import and export records.
- Analyze, identify, and develop compliance training programs based on company's import and/or export activities to correct deficiencies in regulatory compliance.
- Draft and submit licenses to the relevant regulatory authorities.
- Manage the restricted party screening practices.
- Assist with Duty Drawback, Post Summary Corrections, and various other tasks as needed to support the department.
- Develop, maintain, and update work instructions and SOPs.
- Other duties as assigned.

Required Experience and Skills

- Minimum of 5+ years of practical experience in Trade Compliance.
- Associate degree in Supply Chain or related field; or equivalent combination of education and experience.
- In-depth knowledge of ITAR, EAR, CBP and other applicable US Import/Export regulations.
- Ability to read and comprehend government regulations, forms, and reports.
- Ability to collect, research, and analyze information and to identify and resolve problems in a timely manner.
- Excellent written and verbal communication skills.
- Must be able to work independently and prioritize business needs.
- Possess a desire to grow and develop through continued education, training, and/or certification.

When you join Team Vortex, you'll enjoy:

- Great health, dental and vision insurance
- Paid time off (PTO) and holidays
- 401(k), life insurance and short- and long-term disability
- Various onsite amenities including a fitness center, a nature preserve with walking trails and dog friendly work areas
- Neighboring daycare facility
- Casual and flexible work environment
- Employee discounts on industry leading products
- Many more excellent benefits and employee perks

What's it like to join Team Vortex?

From the production floor to the repair room, from consumer sales to new product development, we're a growing team of makers and doers, working together to give our customers an experience they'll never forget. Our employees thrive in situations that require demonstrating our core values:

- Customer is King
- Willingness to Shovel Snow
- Long-Term Thinking
- Family
- Appreciation
- Innovation

*Must already be authorized to work in the United States on a full-time basis for any employer.

*This job is based in Barneveld, WI.

For more information contact Amanda Hoffman at ahoffman@vortexoptics.com or apply online at <https://recruiting.paylocity.com/recruiting/jobs/Details/342055/Vortex-Optics/Trade-Compliance-Analyst>.