

Vortex Optics – Trade Compliance Specialist

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 ensuring Vortex's global operations remain up-to-date and in compliance with all governing rules and regulations through daily processing, logging, and tracking of all compliance related shipment documentation.

What You'll Be Doing

- Accurately prepare shipments for export using Global Trade software
- Perform ongoing screening of potential and current international customers using a Restricted Party Screening system
- Log and maintains accurate records of goods shipped under BIS licenses or license exceptions utilizing a License Management system
- Monitor and track international shipments while providing support as necessary until delivery has occurred
- Document all eligible Exports for Duty Drawback submission
- Establish, maintain, and update filing systems for shipping records
- Document and update work instructions and SOPs
- Assist with various other tasks as needed to support the department
- Other duties as assigned

Required Experience and Skills

- Minimum of 3+ years relevant experience relating to Global Trade Compliance
- Associate degree: Supply Chain or related field; or equivalent combination of education and experience
- Interview, investigation, and auditing skills
- Ability to read and comprehend government regulations, forms, and reports
- Detail and accuracy oriented
- Driven by ongoing growth and learning
- Able to work in a collaborative manner as well as with complete independence

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/342046/Vortex-Optics/Trade-Compliance-Specialist>.