Monitoring and Investigations Specialist

Morgan’s Ethics & Compliance group administers the Company’s global ethics and compliance program, including initiatives such as compliance monitoring, training, and investigations; global trade compliance, risk assessments; and third-party due diligence. As a Monitoring and Investigations Specialist, reporting into the Director of Global Ethics & Compliance, you’ll be working on the front lines to protect the Company and ensure that Morgan personnel act with integrity in all aspects of our business. In this role, you’ll handle a variety of compliance investigations worldwide, with emphasis on global trade compliance and occasional items relating to Morgan’s *Code of Business Conduct and Ethics*and other applicable policies.

**ESSENTIAL DUTIES & REPONSIBILITIES:**

* Lead global internal assessments, audits, and various special assignments related to trade compliance (50%) and ethics and compliance (50%)
* Prepare investigation and audit plans; obtaining, reviewing, and analyzing evidence; interviewing subjects and witnesses; preparing investigation memoranda and reports; and maintaining investigation records. Manage individual caseloads and be accountable for prompt and thorough completion of all tasks
* Partner with stakeholders in Human Resources, Audit and other departments to ensure that reviews in all regions are handled fairly, consistently, and in a timely manner.
* Identify and assess potential risk areas and champion awareness and remediation of the same
* Leverage technologies to improve and scale the internal review program and processes
* Ability to identify root cause and assist with corrective actions for non-compliance findings
* Develop and track organizational metrics
* Generate Automated Commercial Environment (ACE) reports and audit against site ERP systems
* Analyze export licenses for compliance
* Work with external counsel on reviewing non-compliance findings and submitting of disclosures, if needed
* Provide compliance training at all levels within the organization
* May perform additional duties and responsibilities as assigned

**EXPERIENCE & BACKGROUND**

**Qualifications**

* Bachelor’s degree
* CFE, SCCE or other compliance certification

**Experience**:

* 5+ years’ investigative and/or auditing experience, preferably in a corporate or government setting.
* 2+ years’ experience in trade controls
* Strong understanding of US export regulations including the Export Administration Regulations (EAR), International Traffic in Arms Regulation (ITAR), and Office of Foreign Assess Control (OFAC)
* Candidates must be a US Person, defined as an individual that is a:
  + Citizen of the United States, or
  + Permanent resident alien of the United States, or
  + Protected individual as defined by 8 U.S.C. 1324b(a)(3) as defined by 22CFR120.15

**Skills:**

**Essential**

* Ability to write business documentation and reports
* Exercises sound and independent judgment and maintains confidentiality.
* Highly organized and detail-oriented
* Flexible and capable of managing multiple and shifting priorities
* Strong interpersonal skills and emotional intelligence
* Able to influence, collaborate, and communicate with stakeholders, teammates and personnel at all levels of the organization regarding highly sensitive matters
* Willing to learn and open to constructive guidance and feedback
* Sense of urgency in completing tasks and capable of meeting tight deadlines when required
* Ability to perform the essential functions of the position as described and as modified from time to time based on the needs of the Company

**Desirable**

* Familiar with Microsoft suite and videoconferencing applications.
* Comfortable working in a multi-cultural environment.
* Open to domestic and international business travel as needed.

**Morgan Advanced Materials is an EEO/AA/M/W/D/V Employer**