



Export Trade Compliance Manager

📍 Thief River Falls, MN

Posted 3 Days Ago

📍 Bloomington, MN

Full time

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R1654

Digi-Key is one of the fastest growing distributors of electronic components in the world. In addition to offering the broadest selection of in-stock electronic components and providing the best service possible to customers, employees have access to a highly competitive benefits package. The package includes a comprehensive health insurance plan featuring a low co-pay and no deductible plan as well as dental, vision, life, and long-term disability coverage; flexible spending accounts; competitive paid time off; relocation assistance; 401(k) and profit sharing; and education advancement. To learn more, visit our [benefits and perks page](#).

Hours: Monday – Friday 8:30 am – 5:00 pm

The Export Trade Compliance Manager is a subject matter expert in Export Compliance and is responsible for performing specialized, administrative, and project related duties within Export Trade Compliance. Works collaboratively at organization and department levels to ensure Export Trade Compliance activities support the business.

Position Overview

- Acts as an internal consultant by analyzing and recommending solutions to Export Compliance issues relating to the assigned program or section area

About Us



Digi-Key has always believed our employees are the greatest reason for our company's continued success and exceptional service. Our employees are hardworking, talented, motivated, dedicated, agile, generous, and humble. In addition to offering an industry-leading benefits package, a sense of community, and job security, we're committed to providing career development opportunities with the hands-on training and resources to take you anywhere you want to go.

Digi-Key is growing fast. Come see how you can grow with us,



ciated system configurations to maintain compliance with above government regulations

- Certifies supplier and customer surveys and agreements
- Provides final disposition of elevated customer approvals
- Reviews and analyzes elevated transactions
- Assists in maintaining internal entity and red flag lists
- Completes license applications
- Assists in developing and driving cross-functional goals and objectives
- Assists in ensuring program or section area is in compliance with established policies and procedures
- Assists with developing, coordinating and recommending changes for the improvement of workflow in the program or section area
- Prepares and maintains special internal and external reports as requested by his or her immediate leader
- Develops methods and procedures for compiling and analyzing data for reports and special projects
- Works on special research projects relating to compliance issues
- Monitors changes in export regulations, analyzes impact on business, and implements changes
- Assists in identifying, coordinating, and providing Export Compliance training across respective business areas
- Assists in the onboarding and mentoring of Export Compliance team members
- Provides documentation and communication regarding Digi-Key's Export Compliance Program to impacted stakeholders (internal & external to Digi-Key)
- Assists in the development, implementation and execution of appropriate policies, strategies, and procedures to enhance Digi-Key's Export Compliance Program
- Performs other incidental and related duties as required and assigned

This is not exclusively an essential onsite role, though may require some onsite attendance

Education:

- Bachelor's Degree in Communication, International Business, Economics, Business Administration or similar area of study or equivalent, relevant work experience

Other Typical Tasks include:

- Taking on additional responsibilities from Trade Compliance



- Typically 8 - 12 years of Trade Compliance experience
- Candidate is well versed in the industry Digi-Key operates in, as well as the impact & responsibility Digi-Key has to the community it operates in
- Candidate is a strong representative of Digi-Key brand and its principles.
- Demonstrated competency in: Initiative, Professionalism, Communication, Problem Solving, Time and Project Management, Thoroughness|Attention to Detail, Continuous Learning, Developing Others, Information Seeking and Relationship Building

Knowledge of:

- OCR/EASE or other Export Review tools
- WinDecs or other ERP tools
- Finesse/eGain or other workflow management tools
- Content Navigator or other document repository tools

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