



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Robotic Research OpCo LLC
Job Title	Global Trade / ExIm Officer
Location	Clarksburg, MD
Salary Range	Commensurate with experience
Relocation Assistance	Negotiable

Job Description / Responsibilities / Requirements

Company Overview:

Robotic Research has been developing cutting-edge software and hardware since 2002 and specializes in autonomous vehicle development and other artificially intelligent systems. Whether providing autonomy and AI to the military to keep the warfighter safe; delivering unmanned, transformable robots to extend the reach of the Special Operations community; or making commercial transportation safer and more efficient, Robotic Research is leading this dynamic revolution in technology. We have a 40,000 square foot engineering and test facility with 241 acres of testing area located in Clarksburg, MD, and many other team members at various locations throughout the U.S.

Job Description:

The Global Trade Officer will be responsible for international transactions, including import and export shipments and electronic transfers, in compliance with the EAR, ITAR and FTR. This includes drafting and managing licenses and supporting Shipping/Receiving in the preparation of international shipment paperwork, including submission of electronic export information (EEI). The Global Trade Officer will work with technical leads to classify products and work with Security to manage visitors, provide badges, oversee denied party screening and manage access to controlled unclassified and classified information. Additional tasks may be assigned by the department director. This is an on-site position in Clarksburg, MD.

The Global Trade Officer will report directly to the Director of Global Trade. The successful candidate will be focused on supporting internal customers, supporting on time delivery and will be comfortable working with multi-functional groups of peers, including engineers, security, manufacturing, contracts, and leadership.

Responsibilities:

- Draft export licenses within SNAP-R and DECCS for review by the Empowered Official
- Track license status from request to approval and provide metrics, as required
- Work with manufacturing to draft export paperwork and EEI for on time deliveries
- Track temporary exports and ATA Carnets to ensure items return prior to expiration
- Working with technical leads, classify articles, technology and software for export
- Help Reception manage visitors, including badging and denied party screening
- Work with Security to manage access to controlled unclassified and classified information
- Keep records required by various regulations in a format accessible to other functional groups, as needed.

Required Skills and Abilities:

- Proficiency in export and security compliance, international logistics, access control procedures
- Ability to read and interpret regulations
- Exceptional communication, organization, and interpersonal skills
- Ability to balance conflicting priorities in a fast-paced environment

Education and Experience:

- Bachelor's degree from a four-year accredited college or university in Science, Engineering or similar field
- 5+ years of progressive experience in trade and security compliance
- Experience in a DoD contractor environment
- Experience in an engineering and manufacturing environment
- Strong knowledge of the EAR (Export Administration Regulations), ITAR (International Traffic in Arms Regulations), Federal Trade Regulations (FTR), and various hazardous materials shipment regulations.
- Knowledge of the NISPOM (National Industrial Security Program Operating Manual), a plus
- Experience as an AFSO, a plus

- Comfort managing compliance databases (user management, configuration and procedures)
- Familiar with SNAP-R, DECCS, OCR-EASE, SIMS, Atlassian tools, and Office 365

Preferred Qualifications:

- Strong organizations skills
- Compliance mindset with a bias toward continuous improvement

Additional Information:

- Applicant must be able to obtain a U.S. Security Clearance
- Robotic Research OpCo, LLC offers the following benefits:
 - Company holidays
 - Flex-time
 - Vacation time
 - Health benefits including medical, dental, vision
 - 401k employer match
 - Tuition reimbursement
 - Annual bonus and profit sharing (not guaranteed – at discretion of executive team)
- All benefits subject to change and must be in compliance with current Robotic Research OpCo, LLC policies – please discuss with a member of the Robotic Research HR team for details.

Contact Information to Apply