

Regulatory Compliance Specialist III

LOCATION: Georgetown, Texas; Remote-TX

Full time Position

Job Requisition ID: R102398

SUMMARY: Responsible for managing the company's regulatory compliance program and regulation process for products and technical data requiring governmental approval including filing necessary applications and handling all governmental interactions, and all aspects of the export and import process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

- Responsible for reviewing and approving all product and technical data exports.
- Responsible for the export and tariff classification of all product and technical data.
- Review and approve the export classification of all new Engineering Projects (EP) via Windchill.
- Responsible for screening all foreign Customers and foreign & domestic Suppliers and taking action if added to Denied Parties List.
- Submit export license applications and product classifications to the U.S. Department of State (DDTC) or U.S. Department of Commerce (BIS) as required. Make export licensing decisions based on interpretation of ITAR and EAR, end use/end user statements, and AirBorn's product history.
- Responsible for yearly ITAR Registration and reporting company changes to DDTC in a timely manner throughout the year.
- Coordinate communications with DDTC and BIS response team members, licensing officers, and company legal representation.
- Implement and manage DDTC Technical Assistance Agreements and Manufacturing Licensing Agreements including yearly reporting to DDTC.
- Responsible for recordkeeping; documentation of procedures and practices; and aid in the preparation of contractual provisions and the administration of contract proposals.
- Develop procedures to ensure regulatory compliance, export and import audits, and prepare compliance reports to present to management
- Track laws and regulations that might affect the organization's policies.
- Handle a wide variety of situations involving export and import compliance with governmental agencies including Department of State, Department of Commerce, Census Bureau, and Customs & Border Protection on behalf of the company.
- Review all requests for Free Trade Agreements. Currently USMCA, UKFTA and Israel.
- Manage AES account in ACE including keeping Shipping Departments updated on regulatory changes. Audit AES filings weekly and send results to Management.
- Work with Supply Chain Manager on Import Compliance recordkeeping and training. Review Customs Brokers site daily to clear imports through U.S. Customs.
- Review and sign Customer Certs & Reps after completion from Customer Service.
- Manage Blanket End Use Statements received from customers.
- Responsible for Export and Import Training via Compliance Reminder emails, Compliance Newsletter, yearly Compliance Video Training and additional export/import training as needed.
- Manage the Travel Log for all employees travelling outside the U.S.

KNOWLEDGE, SKILLS, AND ABILITIES. Requires knowledge typically acquired through:

- Completion of a Bachelor's degree from a four year university or technical school.
- Two to five years related experience or training; and /or equivalent combination of education and experience.
- Certified US Export Compliance Officer (CUSECO).
- Ability to read, write, and comprehend complex instructions, correspondence, and memos.
- Ability to apply common sense understanding to carry out detailed oral instructions
- Ability to effectively present information in group situations to customers, suppliers and other employees of the organization, and deal with governmental agencies and their representatives.
- Must be able to successfully pass a security background check with the United States Department of State.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, talk, hear, walk, and use hands to finger, handle, or feel objects, tools, and controls, and reach with arms and hands. The employee may be required to occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Travel is limited to less than 50%.

ITAR COMPLIANCE. This position requires access to or use of information which is subject to the federal International Traffic in Arms Regulations (ITAR). All applicants for this position must be U.S. Persons within the meaning of ITAR. ITAR defines "U.S. Person" as U.S. citizen, lawful permanent resident of the U.S., person admitted as a refugee to the U.S., person granted asylum in the U.S., or person granted the status of alien lawfully admitted for temporary residence to the U.S. under 8 U.S.C. §1160(a) (for special agricultural workers) or 8 U.S.C. §1255(a)(1) (an amnesty program).

JOB POSTING REQUIREMENTS

In compliance of Colorado, New York City, and Washington posting requirements the salary range for this position is between \$80K- \$104K.

[Equal Opportunity Employer - Disability/Vet]