



# GlobalTradeJobs

## Full Job Description

**SEIZE THE OPPORTUNITY TO BE A PART OF SOMETHING GREAT!**

Presidio is on the leading edge of a technology-driven movement to transform the way business is done, for our customers and our customers' customers. Joining Presidio means immersing yourself in a culture of self-starters, collaborators and innovators who make real, lasting change in the marketplace via cutting-edge technology and business solutions. At Presidio, we know that it's our people that make the connections happen.

**WHY YOU SHOULD JOIN US?** You will set your career on track for outstanding achievement with a company that knows no limits. Presidio is a leading a global digital services and solutions provider focused on Digital Infrastructure, Business Analytics, Cloud, Security & Emerging solutions.

**THE ROLE: Trade Compliance Manager**

**Job Summary:**

As a Trade Compliance Manager, you will be the subject matter expert for all things related to import and export compliance and authorizations. You will work closely with our Global Solutions and Global Logistics teams in support of the requirements for our U.S. Multinational customers.

**Travel Requirements:**

**This position would have very limited travel requirements. Less than 10% travel.**

**Job Responsibilities:**

**Minimize company risk and maintain compliance in areas of trade, export/import compliance, and related product safety.**

**Document and implement effective export compliance programs under EAR, ITAR, and OFAC. Document and maintain export and trade compliance policies and operational procedures and update them according to the regulatory changes brought about by the U.S.**

**Government and other procedural changes that apply to export/import compliance, with periodic reviews working with the general counsel and outside counsel to ensure the overall export and trade compliance programs in place are adequate and appropriate.**

**Develop and manage comprehensive internal export/import controls to ensure compliance with regulatory agencies, such as the U.S.**

**Department of Commerce, U.S. Department of State, U.S. Department of the Treasury, U.S. Department of Homeland Security, and others as necessary.**

**Establish business processes for submitting and obtaining all necessary export/import licenses, permits, certifications, and technology release determinations.**

**Prepare, obtain, manage, and monitor all applicable export/import licenses, agreements and authorizations in compliance with U.S. Government regulations and company policies.**

**Maintain/regularly update Presidio's Export Compliance Policy.**

**Ensure all functional areas adhere to proper partner and corporate compliance programs. This includes identifying and coordinating various training and enablement programs – both formal and informal training and content.**

**Ensure all personnel involved with exporting/importing goods are trained in trade compliance.**

**Responsible for monitoring U.S. Government sanctioned country and entity lists, conducting OFAC sanctions checks/restricted party screenings for new vendors/partners and communicating any changes or updates to internal teams.**

**Identify opportunities for and drive the adoption of software and automation tools to improve Presidio's export/import compliance process and posture. This includes (but not limited to) identifying, evaluating, and selecting various technologies, tools, and software packages to monitor, report and automate trade compliance and risk mitigation and restricted party screening.**

**Support the general counsel and outside counsel in investigating and resolving export/import compliance problems, questions, or complaints. Assist in the implementation of company procedures and instructions to support compliance with U.S. Government export/import regulations and company policy.**

**Assist with developing, continuously improving, and implementing best practice processes and procedures around product classification, licensing, record keeping, and audit reporting.**

**Assist with ensuring the implementation of internal controls meet the current and changing export/import control laws and regulations.**

**Document and train various teams on the shipping, handling, and other trade and logistics requirements for HAZMAT, Lithium-Ion batteries, and any other materials requiring special processes or training.**

**Support customer opportunities as a subject matter expert on trade and trade compliance.**

**Act as subject matter expert for the company and answer questions and resolve issues.**

**Prepare voluntary self-disclosures, including supporting documentation and suggested remedies to alleviate future potential violations.**

**Coordinate with the general counsel to submit and support voluntary self-disclosures.**

**Continually question processes and metrics.**

**Coordinate with trade professionals in Presidio's Europe and APAC offices.**

**Work closely with the general counsel and outside counsel, Global Logistics and Global Solutions teams.**

**Required Skills:**

**Strong knowledge of Federal Trade Regulations, including Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR) and the Office of Foreign Assets Control (OFAC) export controls.**

**Strong knowledge in determining classifications under the Harmonized Commodity Description and Coding System, Commerce Control List (ECCN), U.S. Munitions List, and U.S. Munitions Import List, as well as determinations relating to country of origin, U.S. customs valuation, and clearance procedures.**

**Strong knowledge in preparing, obtaining, managing, and monitoring applicable export/import licenses, agreements and authorizations in compliance with U.S. Government regulations.**

**Familiarity with constructing voluntary self-disclosures, including collecting supporting documentation, accurately defining the potential violation, and demonstrating proper due diligence in preventing future potential violations.**

**Must have a business-oriented, pragmatic approach to challenges that arise in a fast-paced environment.**

**Additional Desired Skills:**

**Certified US Export Compliance Officer® (CUSECO) certification  
strongly preferred**

**Familiarity with international trade, VAT/GST tax, import duties, tariffs,  
and shipping Incoterms preferred.**

**Education and Experience:**

**Bachelor's Degree (International Business, Supply Chain, or other  
relevant focus preferred) and/or relevant military experience**

**2+ years' experience in export administration and/or trade compliance**

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**ABOUT PRESIDIO**

***Presidio is committed to Diversity, Equity, and Inclusion at the highest levels and has strengthened its drive to build and drive systemic DEI change process across all levels of the organization. Cultivating a culture of inclusion where the expression of all our differences are valued, celebrated, and add to our collective achievements.***

**Presidio is a global digital services and solutions provider accelerating business transformation through secured technology modernization. Highly skilled teams of engineers and solutions architects with deep expertise across cloud, security, networking and modern data center infrastructure help customers acquire, deploy and operate technology that delivers impactful business outcomes. Presidio is a trusted strategic advisor with a flexible full life cycle model of professional, managed, and support and staffing services to help execute, secure, operationalize and maintain technology solutions. We serve as an extension of our clients' IT teams, providing deep expertise and**

letting them focus on their core business. Presidio operates in 40+ US offices and offices in Ireland, London, Singapore, and India.

For more information visit: <http://presidio.com>

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***Presidio is an Equal Opportunity / Affirmative Action Employer / VEVRAA Federal Contractor. All qualified candidates will receive consideration for this position regardless of race, color, creed, religion, national origin, age, sex, citizenship, ethnicity, veteran status, marital status, disability, sexual orientation, gender identification or any other characteristic protected by applicable federal, state and local statutes, regulations and ordinances.***

***To read more about discrimination protections under Federal Law, please visit:***

***[https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP\\_EEO\\_Supplement\\_Final\\_JRF\\_QA\\_508c.pdf](https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf)***

***If you have any difficulty using our online system and need an accommodation in the job application process due to a disability, please send an email to [recruitment@presidio.com](mailto:recruitment@presidio.com) for assistance.***

***Presidio is a VEVRAA Federal Contractor requesting priority referrals of protected veterans for its openings. State Employment Services, please provide priority referrals to [recruitment@presidio.com](mailto:recruitment@presidio.com).***

***RECRUITMENT AGENCIES PLEASE NOTE:***

**Agencies/3 Parties may not solicit to any employee of Presidio. Any candidate information received from any Agency/3 Party will be considered a gift and property of Presidio, unless the Agency/3 Party is an Authorized Vendor of**

**Presidio with an up-to-date Presidio Contract in hand signed by Presidio Talent Acquisition. No payment will be made to any Agency/3 Party who is not an Authorized Vendor, nor has specific approval in writing from Presidio Talent Acquisition to engage in recruitment efforts for Presidio.**