Principal Trade Compliance Manager (Remote Possible)

Requisition Number: PRINC006205

Location

Albuquerque, NM 87110, USA

Job Details

Description

Applied Research Associates, Inc. (ARA) is seeking a Principal Trade Compliance Manager with a minimum of 8-10 years experience. The successful candidate is passionate, committed to excellence, and continuous improvement. The Principal Trade Compliance Manager has the responsibility of developing and implementing import and trade compliance policies and ensuring compliance with trade compliance regulations. Maintain up to date knowledge of applicable regulations and policies relevant to trade compliance. Provide training, consultation and guidance to ARA division staff, program managers, and corporate contracts and procurement team. Act as a liaison to U.S. Government agencies relating to import and export compliance matters. Draft and negotiate trade compliance contract clauses with customers as needed. Other duties and assignments as assigned.

Principal Trade Compliance Manager Responsibilities

- Coordinates with program staff to ensure compliance with import and export requirements prior to initial foreign contact, through the proposal and contracting phases.
- Draft, submit and status export licenses for hardware and technical data/technology; and draft, submit and status agreements including Technical Assistance Agreements (TAA) and Manufacturing License Agreements (MLA).
- Determines and manages the use of exemptions under the International Traffic in Arms Regulations (ITAR) and exceptions under the Export Administration Regulations (EAR).
- Maintain import and export records and tracking databases. Prepares and submits reports or filings as necessary.
- Assists in providing guidance concerning the requirements and obligations of exporting under ITAR, EAR, Office of Foreign Assets Control (OFAC) Regulations, Foreign Trade Regulations, and other U.S. and non-U.S. import export laws/requirements.
- Works with appropriate personnel to determine ITAR and EAR jurisdiction and to determine appropriate export classification (USML category or ECCN) for both hardware and technical

data/technology. Coordinate with vendors on commodity classification determinations. Prepare Commodity Jurisdiction and Commodity Classification Requests. Classify products according to HTS/Schedule B.

- Prepares and manages classification matrix (database) and instructs personnel on the licensing ramifications of classifications.
- Liaise with other personnel/departments to ensure proper authorizations are in place to support business activities and ensure that licenses and TAA and MLA approvals match business requirements. This includes adherence to scope and provisos/conditions (restrictions) stipulated on license authorizations.
- Supports the implementation and maintenance of corporate best practices and guidelines to ensure compliance consistency and accuracy. Review business practices and draft/improve import and export compliance policies, procedures and forms necessary to ensure compliance and develops instructional guidelines for impacted personnel. Works with divisions to ensure compliance requirements are incorporated into local work instructions.
- Conduct trade compliance training to impacted personnel and answer day-to-day trade compliance questions. Monitor import and export regulations and business activities to determine import and export compliance procedure and licensing impact.
- Act as a liaison to U.S. Government agencies as related to import and export compliance matters.
- Participate in and/or conduct internal audits of import and export documents, processes, and procedures. Investigates suspected violations as required. Coordinates with Contracts Director in the preparation of voluntary disclosures and other reports of violations to the U.S. Government.
- Manages all aspects of import and export compliance surrounding procurement and operations. Continuously reviews regulatory changes, and generally maintains a high level of understanding and expertise regarding import and export regulations.
- Supports division staff with logistics and manages freight forwarders and Customs Brokers.

Principal Trade Compliance Manager Requirements

- Bachelor’s degree (in Business Administration or related field) or 16 equivalent years of experience
- Minimum of eight to ten years of trade compliance experience
- Working knowledge of Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations (DFAR) as they apply to trade compliance regulations
- Expertise in ITAR, EAR, OFAC Regulations and other U.S. and non-U.S. export laws/requirements
- Must be customer service focused and have good time management skills
- Must be able to prioritize, plan and analyze and execute multiple and complex activities with minimum supervision.
- Must have strong analytical and problem-solving skills
- Must be detail-oriented, proactive, and well organized
- Must communicate well (both verbal and written)
- Work collaboratively as team member and/or on an individual basis

- Intermediate to proficient skill level in all Microsoft Office Applications (Excel, Word, PowerPoint)
- Strong presentation skills

REMOTE WORK NOTICE: This position is available for fully remote or hybrid work consideration at any of our division locations across the United States.

Applied Research Associates, Inc. Company Information:

Applied Research Associates, Inc. is a 100% employee-owned international research and engineering company recognized for providing technically superior solutions to complex and challenging problems in the physical sciences. The company, founded in Albuquerque, NM, in 1979, currently employs over 1,800 employee-owners and continues to grow. ARA offices throughout the United States and Canada provide a broad range of technical expertise in defense technologies, civil technologies, computer software and simulation, systems analysis, environmental technologies, and testing and measurement. The corporation also provides sophisticated technical products for environmental site characterization, pavement analysis, and robotics.

At ARA, employees are our greatest assets. The corporation realizes that employee ownership inspires greater creativity and initiative along with higher performance and customer satisfaction levels. ARA gives its employees the tools, training, and opportunities to take active roles as employee-owners. The culture is challenging; innovation and experimentation are the norm. Employee-owner's contributions not only bolster the company's success, but also their own through the Employee Stock Ownership Plan (ESOP). The motto, "Engineering and Science for Fun and Profit" sums up the ARA experience. For additional information and an opportunity to join this unique workplace, please apply at careers.ara.com.

We invite you to visit our website to learn more about who we are, what we do, the excellent careers and benefits we offer and explore some of our featured offices.

Qualifications

Behaviors

Preferred

Dedicated: Devoted to a task or purpose with loyalty or integrity
Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well
Functional Expert: Considered a thought leader on a subject
Leader: Inspires teammates to follow them
Team Player: Works well as a member of a group

Motivations

Preferred

Flexibility: Inspired to perform well when granted the ability to set your own schedule and goals
Goal Completion: Inspired to perform well by the completion of tasks
Self-Starter: Inspired to perform without outside help
Work-Life Balance: Inspired to perform well by having ample time to pursue work and interests outside of work

Experience

Required

Minimum of eight to ten years of export control experience

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)