Job Posting Title - Trade Compliance Manager

Job Requisition: JR105586 Trade Compliance Manager (Dec 2023)

Job Profile 100039 - Compliance Manager

Primary focus of this Trade Compliance Dept position is to handle the day-to-day global sanctions screening, identifying risks related to the customs laws of countries where MRC Global operates. Review, classify and comprehend CFR ECCN, Customs rulings, Schedule B and HTS.

MRC Global serves the oil and gas industry across the upstream, midstream, and downstream sectors as well as the chemical and gas distribution market sectors worldwide. We have an immediate opening for a **Trade Compliance Manager.**

**Job Purpose:** Primary focus of this position is to facilitate global trade and ensure compliance with customs regimes and various other agency regulations, globally.

An individual must be able to successfully perform the essential duties of this position with or without reasonable accommodation.

* + Intensive export, import and global sanctions compliance and OFAC screenings
	+ Intensive review and working knowledge of the CFR, HTS, ACE and Snap R
	+ Review and apply export restrictions, SNAP-R, ACE, ECCN, Schedule B, and or HTS codes for North America exports and imports
	+ Work with the internal sales team daily on review and release export orders in a timely manner
	+ Conduct initial restricted party compliance reviews from business units
	+ Track status and approvals; generating files and records; and responding to requests for information and analysis
	+ Review and create Free Trade certificates
	+ Research and complete re-export letters for vendors
	+ Work with customs brokers on import/export classifications and custom documents
	+ Support the SR Compliance Manager, Global Compliance Officer, and legal counsel(s) with timely management of reviews
	+ Organizes and maintain compliance files and logs
	+ Perform other duties and projects as assigned

**ESSENTIAL JOB RESPONSIBILITIES:**

* + Intensive review, working knowledge, analyze and interpret global export, import regulations, and maintain current knowledge of changes.
	+ Monitor compliance activities and the effectiveness of internal controls.
	+ Prepare, review, and submit applications for export licenses, ACE, SNAP-R, and other requests for regulatory authorization.
	+ Strong working knowledge of global commodity classifications and CFR export controls .
	+ Analyze transactions for which due diligence indicates potential risk and determine whether due diligence has been satisfied.
	+ Perform commodity classifications and export restrictions under the export and import laws in US, CA, EU and UK.

**BASIC QUALIFICATIONS**

* + Minimum of 6 years extensive working experience in Global Trade Compliance field
	+ Extensive knowledge of the U.S, EU, UK export administration regulations including Anti-Boycott regulations, Global sanctions, Customs Regulations, Foreign Trade Regulations, and harmonized tariff codes,
	+ Extensive knowledge with international shipping documents such as commercial invoice, packing list, air waybill, and export license; including consignee information, INCOTERMS, harmonized tariff code, country of origin, customs value, export classification, and export license requirements.
	+ Familiarity with the requirements and procedures associated with evaluating goods for preferential treatment under free trade agreements.
	+ Strong computer skills including ability to research transactions and prepare reports, perform spreadsheet calculations, and quickly learn new software tools
	+ Effective and efficient problem-solving skills.
	+ Strong verbal and written communication skills.

Ability to work at both detail and strategic levels, work calmly under pressure, prioritize tasks, and display sound professional judgment

Any combination of requirements, which provide knowledge and abilities necessary to perform essential duties and responsibilities, will be considered.

* + Strong knowledge of, and ability to learn, Microsoft Office software products including Word, PowerPoint, Excel, Access, Visio and Project. Must also be able to learn other computer software tools as necessary.
	+ Ability to learn, MRC Global SIMS/SAP system and associated work processes
	+ Strong organizational and time management skills to handle multiple tasks at once and in dealing with immediate and predetermined deadlines. Problem solving skills are required.
	+ Ability to establish working rapport with all levels of management, customers, corporate teams, and other branch teams using proper phone etiquette and other effective interpersonal skills.
	+ Ability to handle stress caused by hard deadlines
	+ Strong written and oral communication skills

**Additional Qualifications**

* + Must have the ability to provide documentation verifying legal work status.
	+ Ability to read and speak the English language proficiently in order to communicate with others; to understand and interpret safety instructions; and to respond to inquiries.
	+ Ability to understand and comply with MRC Global guidelines & expectations, to include Code of Conduct and Conflict of Interest guidelines.

**Working Conditions:**

For position-specific details regarding the physical and mental demands and working conditions, contact Human Resources. Reasonable accommodation may be made to enable individuals to perform essential functions.

This position is not available for a remote work schedule. All candidates must be willing and able to work at the La Porte office.

*Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.*