Ontic offers a new lease on life for the aerospace and defense industry. We’re dedicated to providing a safe, diverse, and evolving work environment. We work with integrity, responsibility, safety, and accountability through inspiring, engaging and collaborating to achieve a common goal — whether that’s serving our customers, helping each other, or volunteering in our local community.

Our team is looking for a **Trade Compliance Specialist** to join them. You will report to the **Head of Export Control – US** and will have an **onsite** work schedule in **Chatsworth, CA.**

**To be considered for the Trade Compliance Specialist opening, here’s what you’ll need to bring with you:**

* Bachelor's Degree preferred, however 2+ years of undergraduate education PLUS 2+ years' Trade Compliance experience will be considered
* Thorough knowledge of the ITAR and EAR
* 2+ years in preparing and submitting applications for EAR export licenses in SNAP-R
* Demonstrated experience working with Schedule B Classifications and Harmonized Tariff Schedules (HTS)
* Foundational expertise with automated export system (AES) and electronic export information (EEI) filing

**As a Trade Compliance Specialist, you will:**

* Provide on-site support for the site’s exports and imports
* Interact with all functional areas, including Trade Compliance staff at other Ontic sites
* Perform import and export activities in compliance with government rules and regulations, organizational policies, procedures, and departmental goals and objectives, with minimal supervision
* Provide status updates of trade compliance action items
* Perform Denied Party Screenings (DPS)
* Apply for commerce export licenses
* Perform timely review of shipping documents for exports to ensure all required documents are compliant prior to export, as well as timely auditing of associated EEIs filings
* Verify and determine Schedule B Classification/Harmonized Tariff Schedule (HTS)
* Maintain import and export records in accordance with Customs regulations (19 CFR 163), as well as Ontic policies and procedures
* Perform third-party vetting of new vendors and customers

**Our Benefits:**

* Comprehensive medical insurance
* Competitive PTO, holiday pay, and sick leave
* Company 401K plan with up to 4% matched contribution
* Annual bonus program (varies by level and discretionary based on company and individual performance)
* Flexible working arrangements
* Paid volunteering opportunities
* Access to mental health champions across our sites
* Commitment to development
* Employee referral program

**Salary Range:**

* $80,000-$95,000/year, based on experience

**#LI-Onsite**

This position requires access to U.S. export-controlled information.

EOE/AA Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran