

Job Title: Export Compliance Specialist - Remote

Working Location: PENNSYLVANIA, CENTER VALLEY; NATIONWIDE; PENNSYLVANIA, BREINIGSVILLE
Workplace Flexibility: Field

For more than 100 years, Olympus has focused on making people's lives healthier, safer and more fulfilling.

Every day, we live by our philosophy, True to Life, by advancing medical technologies and elevating the standard of patient care so people everywhere can fulfill their desires, dreams, and lives.

Our five Core Values empower us to achieve Our Purpose:

Patient Focus, Integrity, Innovation, Impact and Empathy.

[Learn more about Life at Olympus.](#)

***Please note: All correspondence will be sent from our Olympus domain (@Olympus.com). If you receive correspondence from an entity other than @Olympus.com, it is likely not legitimate.*

Job Description

The Export Compliance Specialist assists with OCA's compliance to Export Controls and Sanctions Regulations. Specialist, Export Compliance will be responsible to ensure export regulations are properly followed including the Export Administration Regulations (EAR), the Foreign Trade Regulations (FTR) and other relevant trade compliance laws and regulations. Oversees key functions of the export trade compliance program including ECCN classification, restricted party screening, AES EEI and export documentation compliance.

Job Duties

- Administration and oversight of the company's restricted party screening program and compliance to export control processes. Escalation point person for restricted party screening.
- Manage Company's AES compliance and perform training and advisory role.
- Understand U.S. import and export laws and regulations including but not limited to the Customs Regulations, EAR, OFAC and FTR.
- Maintain and update all policies, procedures and trainings related to trade compliance with specific emphasis on the export compliance program.
- Support classification (ECCN) effort of all new and existing parts under the Commerce Control List.
- Work with the sales and manufacturing divisions on prohibited party screening, and antiboycott analysis.
- Assist overseas affiliate distributors on export compliance process including shipment review, licensing and training.
- Audit EEI records, classifications, restricted party screenings, and other trade compliance information to confirm its accuracy.
- Perform other related duties as assigned.

Job Qualifications

Required:

- College Degree a plus (preferred but not required) in Logistics, Supply Chain Management or relevant field of study.
- Professional Certification in related field a plus.
- Minimum 5 years of demonstrated export compliance and export operations experience, including AES EEI filing, export classification (ECCN) and restricted party screening/sanctions.
- Experience with the EAR and FTR.
- Experience with SAP, Oracle a plus.
- Other Considerations (travel/hours availability, etc.): Travel 10%

Preferred:

- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Self-motivated. Experience in preparing presentations for training/ meetings.
- Data analysis, including creating, analysing and interpreting reports.
- Advanced Excel skills.
- Must be highly organized and detail oriented.

Why join Olympus?

We offer a holistic employee experience supporting personal and professional well-being through meaningful work, equitable offerings, and a connected culture.

Equitable Offerings you can count on:

- Competitive salaries, annual bonus and 401(k)* with company match
- Comprehensive medical, dental, vision coverage effective on start date
- 24/7 Employee Assistance Program
- Free live and on-demand Wellbeing Programs
- Generous Paid Vacation and Sick Time
- Paid Parental Leave and Adoption Assistance*
- 12 Paid Holidays
- On-Site Child Daycare, Café, Fitness Center**

Connected Culture you can embrace:

- Work-life integrated culture that supports an employee centric mindset
- Offers onsite, hybrid and field work environments
- Paid volunteering and charitable donation/match programs
- Diversity Equity & Inclusion Initiatives including Employee Resource Groups
- Dedicated Training Resources and Learning & Development Programs
- Paid Educational Assistance

*US Only

**Center Valley, PA and Westborough, MA

Are you ready to be a part of our team?

[Learn more about our benefit and incentives.](#)

The anticipated base pay range for this full-time position working at this location is \$56,818.00 - \$76,704.00 / year, plus potential for annual bonus (subject to plan eligibility and other requirements). Olympus considers a variety of factors when determining actual compensation for this position including: level of experience, working location, and relevant education and certifications.

At Olympus, we are committed to Our Purpose of making people's lives healthier, safer and more fulfilling. As a global medical technology company, we partner with healthcare professionals to provide best-in-class solutions and services for early detection, diagnosis and minimally invasive treatment, aiming to improve patient outcomes by elevating the standard of care in targeted disease states.

For more than 100 years, Olympus has pursued a goal of contributing to society by producing products designed with the purpose of delivering optimal outcomes for its customers around the world.

Headquartered in Tokyo, Japan, Olympus employs more than 31,000 employees worldwide in nearly 40 countries and regions. Olympus Corporation of the Americas, a wholly owned subsidiary of Olympus Corporation, is headquartered in Center Valley, Pennsylvania, USA, and employs more than 5,200 employees throughout locations in North and South America. For more information, visit www.olympusamerica.com.

Olympus is dedicated to building a diverse, inclusive and authentic workplace

We recognize diversity in people, views and lifestyle choices and emphasize the importance of inclusion and mutual respect. We strive to continue to foster empathy and unity in the workplace so that our employees can fully contribute and thrive.

Let's realize your potential, together.

It is the policy of Olympus to extend equal employment and advancement opportunity to all applicants and employees without regard to race, color, national origin (including language use restrictions), citizenship status, religious creed (including dress and grooming practices), age, sex (including pregnancy, childbirth, breastfeeding, medical conditions related to pregnancy, childbirth and/or breastfeeding), gender, gender identity and expression, sexual orientation, marital status, disability (physical or mental) and/or a medical condition, genetic information, ancestry, veteran status or service in the uniformed services, and any other characteristic protected by applicable federal, state or local law.

Applicants with Disabilities:

As a Federal Contractor, Olympus is committed to ensuring our hiring process is accessible to everyone. If you need an accommodation in order to complete the application or hiring process, please contact Olympus via email at OCAAccommodations@olympus.com. If your disability impairs your ability to email, you may call our HR Compliance Manager at 1-888-Olympus (1-888-659-6787).

Posting Notes: || United States (US) || Pennsylvania (US-PA) || Center Valley || Supply Chain