



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Global Trade Jobs
Job Title	Trade Compliance Specialist
Location	Santa Ana, CA
Salary Range	\$95,000.00 to \$125,000.00 Per Year
Relocation Assistance	

Job Description / Responsibilities / Requirements

Industry

Manufacturing

Application Closing Date

2/13/2026

Pay

\$95,000.00 to \$125,000.00 Per Year

Job Description

The Trade Compliance Specialist supports the company's international trade compliance activities, with a focus on effective implementation and management of programs under the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). This role ensures adherence to all applicable U.S. export and import regulations and oversees the development and maintenance of compliance policies and procedures with oversight from senior management. This position provides regulatory

guidance, manages required filings, ensures accurate recordkeeping, and oversees trade compliance training across the organization to reduce the risk of violations and support global trade operations.

******This is an onsite position.******

The position can be based at either our Santa Ana, CA location or our Pennsauken, NJ location.

Specific Duties & Responsibilities:

Essential functions of the position include, but are not limited to:

- Provide oversight for trade compliance activities in accordance with U.S. and international regulations.
- Prepare, review and submit export and other license applications and documents such as end-use statements.
- Verify and approve export shipping documentation; implement export holds as necessary.
- Maintain and analyze records and generate reports within trade compliance and ERP/MRP systems.
- Collaborate with internal departments to ensure all import/export activities are compliant.
- Conduct trade compliance training and provide regulatory updates to relevant personnel.
- Develop, update, and implement company export/import compliance procedures and work instructions.
- Provide guidance on compliance issues involving technology transfers, visitors, international travel, data security, and other compliance-applicable activities.
- Review and validate the export and customs classifications (HTS, ECCN, Schedule B) for parts, materials, data, and services.
- Lead and support periodic internal audits to evaluate the effectiveness of trade compliance controls.
- Ensure adherence to the company's ethics and business conduct policies.
- Performs other related duties as required or assigned.
- Follows company rules and procedures.

Education & Experience:

- Bachelor's degree in Business, Supply Chain, Law, Engineering, or a related field.

- Minimum of 5 years of professional experience, including at least 2 years in U.S. export control program management.

Qualifications:

- Strong knowledge of the U.S. trade compliance laws and regulations, including EAR, ITAR, OFAC, FTR, and U.S. Customs regulations.
- Proficient in Microsoft Office; experience using ERP/MRP systems for compliance transactions and reporting.
- Knowledge of international trade documentation (e.g., commercial invoices, packing lists, air waybills, export licenses).
- Understanding of INCOTERMS, country of origin, customs valuation, classification processes.
- High ethical standards and commitment to compliance integrity.
- Excellent communication skills—written, verbal, and interpersonal.
- Ability to explain complex compliance topics to varied audiences across departments.
- Strong problem-solving skills and ability to act proactively and independently under time-sensitive conditions.
- Effective in supporting remote teams across multiple sites.
- Adaptable to evolving regulatory, customer, and company requirements.
- Commitment to continuous improvement.
- Exceptional attention to detail, planning, and organizational skills.
- Willingness to learn and take initiative in a dynamic work environment.
- Technical background or prior experience in DoD security, controlled technical information, or corporate compliance/investigations is a plus.

Training Requirements:

- Company-specific product training; ongoing trade compliance training.

Travel Requirements:

- Occasional travel (<10%) to support training and audits across company locations.

ITAR Requirements:

To conform to U.S. Government space technology export regulations, including the International Traffic in Arms Regulations (ITAR) you must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

Physical Demands: (*)

The position requires that the employee is regularly required to sit; use hands to handle or feel. The employee is required to talk and hear. The employee is required to stand; walk; reach with hands and arms; stoop, and kneel. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds without assistance, and occasionally lift and/or move up to 50 pounds with assistance. Vision requirements include close vision, peripheral vision, depth perception and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: (*)

This position will require a working environment mix comprised of office, shop floor, field and customer locations (both domestic and international). While performing the duties of this job, the employee may be exposed to static electricity; explosives in test conditions; fumes; airborne particles; outside weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is normally moderate may be occasionally high.

*Note: Both the Physical Demand and Work Environment sections are required by the Americans with Disability Act (ADA).

Airborne Systems is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.

VEVRAA Federal Contractor

Salary: \$95K – \$125K Annually

Contact Information to Apply

APPLY HERE:

<https://www.globaltradejobs.com/employment/trade-compliance-specialist-listing-32223.aspx>