



**ICCPA**  
International Compliance Professionals Association

## Job Opportunity

Company	Gateway Recruiting LLC
Job Title	International Trade Compliance Specialist
Location	Salem, MA
Salary Range	\$67,000 - \$110,000 Annual Base Salary
Relocation Assistance	No Relocation Assistance

### **Job Description / Responsibilities / Requirement**

#### **Job Summary:**

Responsible for ensuring full compliance with U.S. export control regulations (ITAR, EAR) and internal corporate policies at the site level. This role serves as the primary liaison between site operations, HR, engineering, and the Corporate ITC team, and plays a key role in safeguarding-controlled technology and hardware.

#### **Help build capability across the four core silos of Trade Compliance:**

- Imports
- Exports
- Licensing
- Classifications (HTS/ECCN/Technology)

#### **Planned Development Path:**

- Onboarding plans would include:
  - Rotational support in the Shipping Department to understand document flow, markings, and data requirements
  - Completing all required internal and external trade compliance training courses
  - Assisting with document markings, technical data identification, and accuracy checks
  - Helping roll out standard procedures, training modules, and documentation updates
  - Taking on basic classification and transaction review tasks under supervision
  - Supporting reporting, data validation, and recordkeeping improvements

#### **Job Responsibilities:**

- 100% on-site position
- Occasional travel may be required for training or audits
- **Export Control Program Management:**
  - Implement and maintain site-level procedures aligned with Corporate ITC Policies
  - Oversee U.S. Person verification and deemed export screening during onboarding
  - Maintain Technology Control Plans (TCPs) and ensure physical and digital access controls

- **Licensing & Jurisdiction:**
  - Coordinate license applications and amendments with Corporate ITC
  - Conduct jurisdiction and classification reviews (J/C) for new products and technologies
  - Track license expiration dates and reporting requirements
- **Training & Awareness:**
  - Deliver export compliance training to site personnel
  - Ensure related teams understand their ITC related responsibilities
  - Maintain training records and audit readiness
- **Audits & Disclosures:**
  - Support internal audits and DDTC/BIS inquiries
  - Lead voluntary disclosure efforts when required
  - Maintain accurate records of export transactions and employee access
- **Cross-Functional Collaboration:**
  - Partner with HR to ensure proper screening and documentation
  - Work with IT to manage access controls and data security
  - Liaise with Corporate ITC to align site practices with enterprise-wide compliance strategy
- Perform other duties as needed and assigned

**Qualifications, Experience, and Skills:**

- Bachelor's degree preferred
- 2-5+ years of experience in export compliance preferred, ideally in aerospace or defense
- Knowledge of ITAR, EAR, and DDTC/BIS licensing processes
- Excellent communication and organizational skills
- Must be able to obtain and maintain any necessary export control-related authorizations
- Strong attention to detail
- Data-driven decision making
- Willingness to learn regulatory concepts
- Ability to follow structured processes
- Problem-solving and task ownership

**Contact Information to Apply**

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