



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Gateway Recruiting LLC
Job Title	International Trade Compliance Specialist
Location	Remote – Palo Alto, CA
Salary Range	\$70,000 - \$115,000 Annual Base Salary

Job Description / Responsibilities / Requirement

POSITION SUMMARY:

The International Trade Compliance Specialist role is critical to keeping the Company's technology moving globally while maintaining strict ITAR/EAR compliance. This role is needing someone who thrives in a fast-paced, regulated environment and takes ownership of their work.

KEY RESPONSIBILITIES:

Execution & Compliance:

- Serve as the site's Empowered Official per 22 CFR 120.67 with independent authority to stop or approve exports.
- Ensure compliance with ITAR, EAR, OFAC, FTR, and U.S. Customs regulations.
- Own day-to-day export classification, documentation, compliance, and license support (ECCN, USML, HTS/Schedule B), including preparation of export licenses, Technical Assistance Agreements (TAAs), BIS and DDTC authorizations.
- Prepare commercial invoices, packing lists, AES/EEI filings, and conduct restricted-party screenings.
- Maintain and update Technology Control Plans (TCPs), internal ITC procedures, ERP records, and business flowcharts.
- Review international transactions and end-user engagements to identify and mitigate compliance risks; escalate and propose solutions proactively.
- Provide ITC training and compliance support to cross-functional teams, including Engineering, Sales, Operations, and Shipping.

Influence & Collaboration:

- Work closely with cross-functional partners to ensure compliant processes.
- Provide guidance on compliance issues and help colleagues follow procedures.
- Collaborate cross-functionally to simplify processes and reduce friction in export operations.

Support & Continuous Improvement:

- Assist with internal audits, self-inspections, and regulatory updates.
- Help maintain basic facility security documentation and other tasks, as needed.
- Suggest and implement improvements that increase efficiency and reduce risk.

PREFERRED QUALIFICATIONS:

- 3 to 5 years of hands-on export compliance or export operations experience.
- Skilled in ITAR/EAR regulations and export documentation.
- Highly detail-oriented and self-motivated; able to execute independently.
- Comfortable influencing peers and driving compliance without formal authority.
- Strong written and verbal communication can clearly convey compliance requirements.
- Aerospace, defense, or high-tech manufacturing experience preferred.
- Ability to obtain and maintain a U.S. Department of Defense (DoD) security clearance is a plus.

Contact Information to Apply

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