



**ICCPA**  
International Compliance Professionals Association

## **Job Opportunity**

Company	Gateway Recruiting LLC
Job Title	Export Controls Contractor - Markings
Location	Clackamas, OR
Salary Range	\$70.00 - \$100.00 per hour

### **Job Description / Responsibilities / Requirements**

#### **Position Overview:**

This role is seeking a detail-oriented Trade Compliance Coordinator to support import and export compliance activities in an ITAR- and EAR-regulated manufacturing environment. This role is responsible for ensuring compliance with U.S. export control regulations, including jurisdiction and classification determinations, shipment processing, license management, and record keeping. The Trade Compliance Coordinator reports directly to the Export Compliance Officer and works closely with cross-functional teams to ensure compliant and efficient trade operations.

#### **Key Responsibilities:**

- Review digital and hard-copy data to determine correct export jurisdiction and classification and apply proper export control markings in accordance with corporate and site-level procedures
- Process routine import and export shipments in compliance with ITAR and EAR regulations
- Determine export classifications and identify licensing requirements
- Support preparation, submission, and maintenance of export license applications
- Review outbound shipments for accuracy, documentation completeness, and regulatory compliance
- Maintain accurate import/export records in accordance with ITAR, EAR, and company policies
- Collaborate with logistics, legal, shipping, and customer-facing teams to ensure appropriate export authorizations are in place
- Assist senior trade compliance staff with complex import shipments and compliance issues
- Support internal compliance audits, transactional reviews, and procedure maintenance
- Advise site leadership and management on trade compliance risks related to business decisions
- Ensure adherence to the Code of Conduct and Export Compliance Manual

**Qualifications:**

**Required:**

- High school diploma, associate degree, or equivalent
- Minimum of 2 years of experience working with ITAR- and EAR-regulated goods
- Strong working knowledge of U.S. export/import regulations
- Experience with export classifications, license requirements, and export documentation
- Excellent attention to detail and strong organizational skills
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Strong written and verbal communication skills
- Ability to work both independently and collaboratively

**Preferred:**

- Knowledge of U.S. Customs regulations and the Automated Commercial Environment (ACE) system
- Experience supporting both import and export compliance operations in a manufacturing environment

**Contact Information to Apply**

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