## Export Compliance Administrator

**Job Summary:**

Performs a variety of activities and serves as a subject matter expert ensuring the company supply chain fully complies with International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR) and all other local, national, and international regulatory requirements.

**Principal Responsibilities:**

* Creates export documents including, but not limited to, commercial invoices, shipper’s letters of instruction, carrier waybills, and shipper’s export declaration for each international shipment.
* Performs license determinations, applies license exceptions and exemptions and files for licenses when applicable.
* Reports mandatory export data to government agencies for each international shipment which meets the specified requirements.
* Researches and assists sales groups with pre and post shipment support which may include documentation requirements, shipment resolution and customs clearance issues.
* Creates necessary documentation to facilitate both domestic and international shipments.
* Catalogues department records and maintains and updates files in accordance with record retention policy.
* Identifies, investigates, and participates in opportunities to improve processes and procedures, to include various key performance metrics.
* Works directly with carriers to ensure both pricing and service levels are achieved and maintained.
* Provides customer service through tracking, tracing, routing, supply-chain model creation and carrier management.
* May negotiate rates and follow-up audit to ensure accuracy.
* Identifies areas of operational opportunity and creating and implementation of solutions.
* Other duties as assigned.

**Job Level Specifications:**

* Acquires basic skills through work experience or formal training to perform routine tasks.
* Tasks are routine, repetitive and manual in nature with minimal complexity or variation and specific to the job.
* Work is performed under supervision with detailed instructions. Priorities are provided for performing work.
* Interacts mostly with immediate peers within assigned team. Based on nature of the role, may respond to requests from others in the organization.
* Impact of decisions is primarily contained to the work of the job.