



Position Title: Compliance Specialist (Salaried, Exempt)

Summary Description:

Leading manufacturer of mechanical jacks is seeking a professional compliance specialist with contract and regulatory experience who is able to multitask in a fast paced environment while maintaining a consistent and positive company image. The candidate must have a good understanding of sales terms & conditions and be able to research and resolve compliance issues including government regulations (i.e., FARS/DFARS, Export Compliance, ITAR, etc.), and regulatory requirements (i.e., Conflict Minerals, CE, CSA, REACH, etc.).

Duties:

- Review, interpret and negotiate customers' terms & conditions and requirements submitted with requests for quote and purchase orders to ensure compliance with company policies, relative laws and regulatory requirements.
- Monitor existing contracts and associated paperwork to ensure timely renewals (i.e., SAM).
- Remain current on applicable government and regulatory requirements, provide guidance and support to team members and advise on upcoming revisions.
- Review, understand and negotiate requirements when registering for customer data portals.
- Provide trade compliance guidance for the Sales department prior to completing quotations or accepting orders.
- Provide compliance training to team members, as necessary.
- Additional duties as required by management.

Key Role Interactions:

- Reports to Vice President of Sales & Marketing.
- Liaise with key team members from Sales, Engineering, Accounting, Marketing, Manufacturing, Quality and Shipping.

Qualifications / Professional Skills:

- Bachelor's Degree in International Business, Business Management, International Trade or related degree program is required.
- 3 – 5 years of related work experience in reviewing Contract Terms & Conditions and Government/Regulatory Requirements.
- Excellent written and verbal communication skills.
- Strong negotiation skills.
- Must be able to work independently or as part of a team.
- Able to work on multiple projects simultaneously.
- Strong working knowledge of Word, Excel and PowerPoint.
- Good organizational skills.

5/24/2018