

Deputy Trade Compliance Officer (Edgewood, MD)

Location

North America, USA, Maryland, Edgewood

Job Reference

DETECTIONNA00184

Schedule Type

Full Time

Job Function

Operations

About Us

Smiths is always looking for curious minds. For new colleagues who want responsibility and relish a challenge. Those who would like to use their talents to help make the world safer, healthier, more efficient and more connected.

We're proud that we've been helping propel the human world forwards during our 160 year history of innovation. By looking at things differently. By adapting and never standing still. And by always thinking big.

Today we're an aligned global business of five divisions and around 22,000 colleagues, that touches the lives of millions every year across five vibrant global markets.

Smiths Detection is a global authority on the application, management and manufacture of world-class detection and screening technology. We deliver the solutions you need to protect society from the threat and illegal passage of explosives, prohibited weapons, contraband, toxic chemicals and narcotics.

Known for our best-in-class expertise, equipment and support, customers rely on Smiths Detection to help them make the world a more secure place. With over 40 years' experience, our mission is to use technology to develop innovative solutions and services which uphold the free flow of trade and make the world a safer place.

Smiths Detection, Inc. participates in the Electronic Employment Verification Program. Smiths Detection is an EEO/AA Employer/Vet/Disabled.

So whether you're an experienced professional or just starting out on your career, our global scale and focus on growth means great career opportunities for the right colleagues. There's never been a better time to join Smiths. And help us create the future.

Job Description

Manages compliance with all U.S. Government Trade Regulations including but not limited to Customs (CBP) regulations International Traffic in Arms Regulations (ITAR), Bureau of Alcohol Tobacco & Firearms (ATF) Regulations, Office of Foreign Asset Controls (OFAC) and Export Administration Regulations (EAR). Along with the TCO team, provides guidance, training and export determinations for Smiths Detection in Americas region. Manages the development of import/export procedures for use in the America plants (Newark, Edgewood & Alcoa). Works with identified experts to interpret global regulations and conditions for export/import implications and provides direction for Americas region in all phases of international compliance.

Duties & Responsibilities

- Become & maintain subject matter expert status via training, periodical, trade journals, newsletters etc.
- Ensures imported/exported transactions conform to governmental rules and regulations by managing and maintaining Smiths Group Trade Compliance Procedures, Policies and Processes.
- Reviews and updates current processes, communicates improvements to TCO Manager for all U.S. sites
- Make/Approve Import and Export classification determinations for products and technology
- Assist in preparation of CJ and CCATS applications
- Approve proposed use of Import and Export license exemptions and exceptions
- Assess nature and extent of import/export violations, compile historical data on violation and prepare backup for review with TCO Manager.
- Lead investigation and assist in preparation of potential Voluntary Disclosures documentation for submission to USG
- Manage Agreements and related documentation and records
- Schedule Import and Export Audits and maintenance of Audit records
- Prepare and submit export licenses and ITAR agreements in support of business needs, foreign national new hires, and classified contracts etc.
- Review and submit licenses prepared by Trade Compliance team
- Prepare and provide new employee training as well as focused training sessions
- Maintain Import and Export Procedure Manuals
- Management of GTS (Global Trade Systems)
- Management of Travel and Visits Request Forms
- Must comply with company health, safety and environmental and ethics policies.
- Must comply with all applicable U.S. export and security regulations
- Support TCO Manager, General Counsel and management as needed
- Coordinates and verifies import and export classifications by interfacing with key staff in Engineering, Operations, Marketing and Legal.
- Ensure recordkeeping and reporting requirements are maintained in a manner whereby audits are completed quickly and without material issues
- Works with customs brokers, regulatory agents, attorneys and trade compliance consultants to resolve related issues by clarifying questions and recommending solutions.

- Assists TCO Manager in the development of any reporting or documentation needed for compliance purposes (Country of Origin certificates, HTSUS codes, ECCN classifications) and interfaces with other departments to ensure documentation is maintained, and, when applicable, entered correctly in SAP.
- Engages with Product Development teams regarding product classification, labeling and product marketing
- Oversee compliance with free trade agreements, including NAFTA
- Performs other duties as assigned including the participation in Divisional or Corporate project teams.
- Collaborate with TCO Manager and Smiths Group Legal Team on matters of potential non-compliance

The Individual

Education /Experience:

- Bachelor's degree or equivalent experience required
- Trade Compliance CUSECO or other Certification preferred
- Minimum 10 years' experience in Trade Compliance (with both import and export)
- Minimum 5 years' experience working in a similar Trade Compliance management position
- Effective verbal and written communications skills
- Ability to work effectively under time/workload pressure
- Experience in developing and deploying compliance policies, processes and procedures

Knowledge/Skills:

- Ability to manage and influence at all levels of management, both internal and external, across multiple regions.
- SAP desirable, but must have experience with Trade Compliance technology in a Global ERP environment.
- Strong conflict resolution and negotiation skills. Ability to react and respond quickly to investigate and resolve problems.
- Ability to work well with others in a highly cross-functional and cross-regional team environment.
- Demonstrated ability of working on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current business trends.
- Demonstrated experience in determining the best use of resources to meet goals of assignments received in the form of objectives.
- Able to lead cooperative efforts among members of project teams.
- Person of integrity and trustworthy
- Results oriented
- Self-motivated and skilled multi-tasker
- Experienced in developing and delivering training program

Physical/mental requirements:

- Excellent written, verbal and interpersonal skills; capable of interacting with co-workers, senior management, outside counsel, third parties and other external contacts
- Strong organizational and project management skills
- Ability to pursue projects to completion with a minimum of input or direction, take initiative in creating and improving work processes, and work effectively on a variety of simultaneously active with fluctuating priorities and deadlines
- Excellent attention to detail
- Exercises some discretion and independent judgment regarding matters within specialty area. Ability to work effectively under pressure, and successfully manage multiple responsibilities.
- Flexibility to work in an office environment as well as manufacturing environment. May require extended periods of time to stand, walk and/or sit.
- Travel may be required for training and collaboration with other sites. 15%

Work environment:

- Primary work area is located in the office area where there is no exposure to unusual elements
- The work environment mainly will be an office or manufacturing site environment located at Smiths Detection's site in Edgewood Maryland, during normal or extended business hours. The work environment may also include time off site while traveling or at other locations as required, and occasionally employee's home