

Req #:**Job Title:** Regional Compliance Officer**Work Location:** Jupiter, FL 33478**Security Clearance:** Non required

The RCO is part of the Jenoptik Group Compliance & Risk Management organisation (CR). Compliance & Risk Management provides proactive analysis and advice to ensure that significant risks of the Group are identified early and minimized in order to avoid damage to the company and the people involved.

The Regional Compliance Officer is the representative of the CR locally. The RCO shall be first point of contact for all compliance matters in the region (APAC/US). The RCO reports to the Group Chief Compliance & Risk Officer on a dotted line to the regional head.

This is a US based position. Company preference would be to have this position located at our site in Jupiter, FL. The role is also open to be a 100% Remote position with travel as necessary up to 10% (when safe). Rochester Hills, MI or Huntsville, AL are also preferred if working remote.

Key responsibilities

- Coordinate the Compliance & Risk Management framework and internal investigations within the region
- Coordination and further development of processes within the compliance management organization (trainings, third party due diligence, review of Code of Conducts)
- Ensure Jenoptik's North American export operations are compliant, especially with government International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). The successful candidate must be willing to accept the designation of "Empowered Official" for ITAR
- Partners with colleagues in commercial, legal and other support functions to ensure that employees comply with the Company's Code of Conduct and other Company policies, procedures and values.
- Stay up to date on regional regulatory requirements and trends and ensure that best practices are incorporated
- Support the Company's Legal Department as responsible point of contact for all questions related to the Legal Housekeeping for Company's US legal entities – drafting of resolutions and minutes of board/member/shareholder meetings; managing meeting dates, preparing board /shareholder meetings agenda, filing of annual updates to registers
- Coordinate the local Contract Management (in a paper or electronic filing system) – ensure compliance with approval/signature process (IAM); deadline monitoring; review, amend and negotiate NDAs

Requirements:

- A degree in a relevant area of study (law, commercial law, business administration or similar qualification) or equivalent work experience in a similar field; advanced degree (MBA, JD) is a plus
- Extensive knowledge of the compliance environment, ideally acquired in an internationally operating corporation
- a thorough understanding of regulatory expectations/requirements in regard to compliance
- Knowledge of traffic and US Customs rules and regulations
- Analytical conceptual thinking, solution orientation and the ability to present complex facts clearly and comprehensibly
- Strong communication and networking skills
- Excellent organizational skills
- Strong understanding of IT and technical systems
- Fluent language skills in English
- travel willingness
- U.S. Citizenship or Qualified U.S. Worker. (U.S. Person)

Direct reports to:

Group Chief Compliance & Risk Officer

Dotted line reports to:

President Jenoptik Optical Systems LLC; Group General Counsel

Contact information:

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