

**POSITION TITLE:** Manager, Export Licensing

**SALARY GRADE:** L5 (or L6)

**FUNCTION:** Legal Department, Export Licensing and Economic Sanctions Office (“ELESO”)

**REPORTS TO:** Director, Senior International Trade Counsel

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**BASIC FUNCTION:**

Manage ITAR and EAR export licensing workflow through the corporation's central export license and compliance support operation in Washington, D.C. Advise company business units on all aspects of ITAR and EAR export licensing policies, regulations, guidelines and practices. Plan, review, submit, and track export license applications and other submissions (general correspondence, commodity jurisdiction, advisory opinions, etc.) from business units to appropriate U.S. Government agencies using government electronic licensing systems. Coordinate and advance standard licensing processes among ELESO and the business units. Manage document flow and communications to/from the business units and government agencies with respect to prospective, outstanding or approved license applications. Maintain relationships with U.S. government export licensing agencies, and organize and attend meetings with licensing agencies to advance or resolve export license and/or technology release issues pertaining to company applications.

**DUTIES AND RESPONSIBILITIES:**

1. Manage ELESO processes for receiving, reviewing, commenting on, submitting, and tracking export license applications to the Departments of Commerce and State. Operationally supervise personnel handling export license administration. Ensure that incoming applications and their supporting documents and certifications are accurate, complete, and compliant with relevant regulations and guidelines. Submit license applications to appropriate U.S. Government agencies.
2. Manage and implement refinements to ELESO processes as necessary to coordinate and integrate with OCR export licensing management system (EASE) modules.
3. Manage electronic licensing functions with U.S. government agencies, including D-TRADE (State Department) and SNAP-R (Commerce Department). Support operating units on electronic licensing processes and procedures, including interface with OCR licensing modules.
4. Maintain in-depth knowledge and expertise in the Export Administration Regulations (EAR) (15 CFR 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR 120-130). Have working knowledge of economic sanctions regulations administered by the Office of Foreign Assets Control (OFAC) (31 CFR Chapter V) and the Importation of Arms, Ammunition and Implements of War Regulations (27 CFR 447).
5. Advise the operating units on licensing policies, regulations, guidelines, and practices under EAR and ITAR, and respond to inquiries on the application of export control regulations and licensing policies/practices/guidelines to international transactions and program activities.
6. Maintain working relationships with key licensing officers and other licensing officials within BIS, DDTC, DTSA and DoD service branches. Organize and participate in meetings with licensing agencies to address significant or strategic licensing and technology transfer issues.
7. Participate in planning, organizing, and supporting biannual company Export Conferences and other enterprise-wide export licensing and compliance initiatives. Actively support and advance the Legal Department's/ELESO's ACE (Achieving Competitive Excellence) objectives.

8. In all areas of responsibility, support Company's Diversity objectives by ensuring support systems and practices are in place to provide all employees the opportunity to contribute to their full potential, by identifying and eliminating the obstacles and barriers that prevent this from occurring.
9. In all areas of responsibility, the incumbent is responsible for ensuring full compliance with the "Company Code of Ethics", which includes ensuring all staff are aware of the policies and that their responsibilities and actions comply and support these policies.
10. In all areas of responsibility which have a direct impact on the health and safety of employees and the environment, assure that appropriate safeguards are in place and relevant company policies are fully supported and implemented.
11. **Responsible for the completion of other tasks related to this position as assigned by cognizant management.**

**QUALIFICATIONS:**

The incumbent in this position should possess a bachelor's degree in business, government, or international relations or equivalent experience, and a minimum of 3-5 years of export licensing experience in private industry or government agency. The incumbent should also possess the following:

- expert knowledge of export control regulations and licensing policies and practices, with particular focus on defense trade controls (ITAR) and dual-use controls (EAR);
- strong understanding of U.S. government agencies' responsibilities in the export licensing review process and their interrelationships;
- effective communication skills, both orally and in writing, with corporate, business unit and U.S. government counterparts;
- strong organizational and work management skills;
- demonstrated leadership competencies; and
- track record of playing an active role in the efforts of outside organizations focusing on export control licensing issues, e.g., the Society for International Affairs, etc.

Candidates should email their resume to:

[info@thegenevagroup.com](mailto:info@thegenevagroup.com)

[www.thegenevagroup.com](http://www.thegenevagroup.com)