

Job Title: Trade Compliance Administrator
Department: Material Administration
Site / Location: Miami/FL
Reports To: VP Aftermarket Services

POSITION SUMMARY: Selected candidate will assist empowered officials within the Trade Compliance organization with the following activities: assist and provide support to the Trade Compliance Officer and interacts directly with various corporate departments and multinational customers in handling export licensing and import compliance documentation issues and filings. Maintain awareness of federal regulatory requirements for completion of U.S. export and import documentation, including the U.S. Customs regulations, the Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), and the Foreign Trade Statistics regulations, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Process AES filings and other documents with the U.S. Government for international shipments, as required. Review import and export documentation including shipper's letter of instructions, pro forma invoices, entries, etc., for correct values, commodity classifications, tariff codes, authorizations and other information to ensure compliance with federal regulations.

Track ITAR and Commerce export license applications and licenses. Interact with U.S. Customs regarding import/export issues as requested by the Trade Compliance Officer or designee. Assist with preparation and completion of export license applications and administration thereof. Ensure compliance of U.S. Export Laws and Regulations consistent with Meggitt-USA's Export Compliance Manual and AVS' Export Compliance Work Procedures.

Determine exporting/importing requirements of dual-use and defense articles and services under ITAR, EAR, Office of Foreign Assets Control (OFAC), U.S. Customs regulations, other trade regulations and provide guidance to regulatory requirements. Perform product classifications, including obtaining CCATS and Commodity Jurisdiction determinations from the appropriate government regulating agency.

Submit export license applications using D-Trade, and obtain DOC export authorizations as applicable. Conduct internal auditing of export operations, including contract review, shipment compliance (party/destination/end-use screening, classifications, licensing, and boycott regulations), technical data deliveries, etc, and implement any necessary compliance improvement plans.

Assist in development and implementation for the automation of compliance functions. Conduct internal audit and reviews of the business unit, and coordinate compliance activities related to technical data controls. Provide consistent interpretations across the programs. Provide recurrent related training to on-site personnel. Perform other related duties as assigned.

EDUCATION REQUIREMENTS: Bachelor's Degree required or 3 years relevant experience in lieu of degree.

SPECIFIC SKILLS and/or EXPERIENCE REQUIREMENTS: Export compliance experience, including export license processing, export control laws and product classifications. Familiarity with ITAR, EAR, OFAC, Anti-boycott and U.S. Customs regulations. Must be detail oriented. Excellent written and oral communication skills with the ability to relate and communicate with employees at all levels of the company and with U.S. Government regulating agencies. D-Trade and SNAP experience preferred. Must possess a willingness to undergo training on the ITAR and EAR from accredited sources such as IIEI, SIA, etc. Knowledge of company policies and procedures to resolve routine issues. Knowledge of professional concepts, verbal skills, and writing ability. Thorough knowledge of U.S. export control laws and regulations highly desired. Should have an understanding of business unit marketing and contracts practices, as well as, business unit product lines.

ESSENTIAL PHYSICAL/MENTAL ABILITIES REQUIRED: Normal vision or correction to 20/20 including color vision. Conform to company safety policies and procedures.

AVS, INC. (MSSI) has Export Control and Security criteria that requires attention to citizenship status of every individual who performs work on its behalf. All jobs at MSSI require the employee to either be a United States Citizen, Permanent Resident of the United States, an approved Asylee or Refugee.



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For Export Authorization Purposes the nationality is considered the country where the foreign parent company is located; if the position requires dissemination of technical data to facilities in other locations, export authorization is also determined by the countries where those facilities are located.

Note 1: Proof of Citizenship / Nationality is required. Original Documents must be presented.

Note 2: DOE/NRC to be treated as ITAR; for OFAC purposes, check requirements if U.S. or U.S.+

Qualified interested candidates should present their resume to:

gloria.jackson@meggitt.com