

# Trade Compliance Analyst: Trade Compliance Analyst I

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**Regulatory Compliance:** Interprets federal and state and/or international regulations as they apply to products, financial processes, and other processes, practices and procedures. Investigates and resolves compliance problems, questions, or complaints received from other units of the company, customers, government regulatory agencies, etc. Implements policies and procedures to ensure that these are in compliance with the appropriate statutes and regulations and that regulatory reporting requirements are met. May develop and implement programs designed to increase employee awareness and knowledge of compliance policies. May audit and evaluate current policies, procedures, and documentation for compliance with government laws and regulations. May include compliance review and approval of promotional materials, including post marketing.

**Licensing-Export:** Develops and manages activities related to export licenses in support of international business development activities. Establishes requirements for license generation, guidance of the license generation and tracking process, and support of submitted licenses throughout U.S. Government review and approval processes. Establishes and maintains relations with appropriate government licensing authorities to ensure that the company's position on licensing and technology release is conveyed, understood and accepted. Maintains marketing contacts with both domestic and foreign civilian and military personnel, as well as customers and procurement officers.

## **Knowledge**

Occasional use and/or application of basic principles, theories, and concepts. Basic knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor, and other personnel in the section or group.

## **Work Products (Examples include but are not limited to)**

Shipping documentation, standard Export Licenses, Compliance Request Responses, Exemption authorizations.

## **Minimum Education and Experience**

1+ years directly related experience with Bachelor's Degree in Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.