

# Trade Compliance Management: Supervisor, Trade Compliance

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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.

## **Management Role**

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

## **Policy and Strategy**

Directs daily operations of work area.

## **Freedom to Act**

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

## **Impact**

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

## **Liaison**

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

## **Minimum Education and Experience Requirements**

Bachelor's Degree in Business or related field and 5+ years of diverse professional experience in all areas of which may include 1+ years previous lead or supervisory responsibilities.