

**Posted: 04/17/17**

**Or until filled**

**F/T Position**

**Shift:** 1st

**# of Openings-1**

## **JOB POSTING**

**JOB TITLE:** **Export Compliance Administrator**

**DEPARTMENT:** Contracts and Sales

**REPORTS TO:** Director of Contracting

### **EDUCATION & EXPERIENCE:**

- Minimum of H.S. Diploma, college level coursework in a related field highly desired
- Experience in the export and import of ITAR controlled items
- Strong administrative skills required including strong attention to detail, the ability to work in a fast paced environment and meet suspences.
- Experience in a customer service environment is desired.

### **DESCRIPTION OF JOB DUTIES:**

- As a member of the Sales and Compliance Department, the Export Compliance Administrator is responsible for ensuring all applicable U.S. Government regulations for the sale and shipment of ITAR and EAR regulated items are strictly followed.
- Maintain the Company's Export Compliance Manual and mandatory filings to include export licenses and Department of Commerce license requirements.
- Assist in the sales of product to foreign end users. This includes maintaining records of contacts, proactive communication with assigned customers, maintain all files and communication documents as required.
- Maintain documentation for foreign trade shows and demonstrations. Assist the technical/sales representatives with advance preparations.
- Export Compliance Administrator must have a firm understanding of current US Department of State, US Customs and Border Patrol and US Department of Commerce regulations pertaining to imports and exports.
- Assist the shipping department as needed for the receipt and shipment of imports and exports, this included coordinating with responsible departments to ensure accuracy of documents required for shipments such as commercial invoices, carnets, packing lists and shippers export declarations.
- Have a firm knowledge of shipping items (Incoterms) and be able to coordinate with carriers and country representative for all required documents needed for exporting KAC product to end destination.
- Audit Customs entries to ensure accurate declaration of value, HTS classification, tariff treatment, and communicate adjustment to Customs broker. Review Customs broker invoices to ensure accurate application of fees and transportation rates.

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*To view the U.S. Department of Labor's (DOL) Equal Employment Opportunity is the Law poster, please go to the following link:*  
[http://www1.eeoc.gov/employers/upload/eeoc\\_self\\_print\\_poster.pdf](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf)