



MANAGER, TRADE COMPLIANCE, EMEA

We invite applications for the Manager, Trade Compliance, EMEA position. The role holder will ideally be based at our Dyce Avenue premises (Aberdeen), but applications will be considered from candidates who can take up this role on a remote working basis with travel to Aberdeen and other Bristow bases only when required.

The Manager, Trade Compliance, EMEA position will be responsible for supporting the company's trade compliance program in the EMEA Region. The position will have a heavy focus on international trade compliance matters, with responsibility to ensure the company is abiding by all applicable trade regulations and requirements, including those governing licences for the transfer of controlled items. The position reports directly to the Chief Ethics and Compliance Officer and is part of the Legal Department.

Key Tasks and Responsibilities

- Responsible for compliance with the export and import laws and regulations of the United Kingdom (U.K.) and the European Union (E.U.).
- Advise employees on matters relating to the export and import laws and regulations of the U.K., Norway, the Netherlands, Ireland, and other countries in which the Company operates.
- Ensure that Company entities have obtained licences or other forms of authorisation to facilitate the lawful import or export of controlled goods and technology. Examples include OGEL registrations and the filing SIEL/OIEL applications through *SPIRE (LITE)* and E.U. GEAs.
- Serve as the Company's point of contact for the government agencies of the U.K. and countries in the E.U., which may include responding to requests for information and preparing disclosures.
- Manage internal and external audits, including those by government agencies.
- Manage classification of military items, dual-use items and customs tariffs; "unblock" shipments in ERP system through classification and licensing review.
- Manage database used to track all import/export licenses and authorizations; ensure that licences are renewed prior to expiry dates and that any reporting or disclosure requirements are met.
- Monitor changes to applicable regulations; identify compliance gaps and required corrective actions, as necessary.
- Oversee and provide relevant training to key business functions and individual employees.
- Manage trade compliance due diligence and integration efforts related to mergers and acquisitions.
- Assist the Chief Ethics and Compliance Officer on other compliance projects, as needed.

Person Specification (minimum education requirements, key skills, and experience)

Qualifications

- Undergraduate degree
- Paralegal certificate from an accredited program or a combination of education and/or experience.

Experience

- Strong prior experience and expertise in U.K. and E.U. trade regulations and related export controls.
- Knowledge of export and import licensing requirements for military and dual-use items, software and technology.
- Familiarity with various government systems related to export controls, including *SPIRE* (UK), *CDIU* (Netherlands) and *OELAS* (Ireland).

- Working knowledge of the U.S. International Traffic in Arms Regulations (ITAR) and the U.S. Export Administration Regulations (EAR).
- Working knowledge of customs regulations and global sanctions programs.

Skills

- Ability to independently research and analyse issues and provide clear guidance to internal clients.
- Possess strong business acumen, a well-developed understanding of commerce and a creative approach to risk management that includes development of alternative paths and solutions.
- Ability to interact with staff at all levels and in multiple global locations.
- Must be a highly motivated self-starter with the skills and temperament to function effectively and efficiently in a highly regulated and dynamic environment.
- Must be able to multitask effectively while managing internal resources.
- Excellent organization, communication and presentation skills are required.
- Must be willing to travel domestically and/or internationally up to 10% of the time.
- Cultural awareness is required.
- Creative thinker with strong problem-solving skills.
- Must know when to lead and when to be a team player.
- Dedicated to promoting a positive image of the organisation.
- Proactive and enthusiastic.

If you are interested in applying for this position, please visit the Bristow Careers website:
<https://www.bristowgroup.com/careers>