

Job Title:	SMC/Timet Division Global Trade Manager	Organization:	Trade Compliance
Department:	Dept if applicable.	Location:	United Kingdom
FLSA Status:	Exempt	Pay Grade:	Enter approved grade.
Reports to:	VP-SMC/Timet Finance		
Supervisory Responsibility	Yes, 1		
Relationships:	Legal, Senior Management		

Job Description

SUMMARY

Reporting to the PCC Metals Division Vice president of Finance, the Division Global Trade Manager will manage import and export compliance as dictated by the applicable authorities throughout the World. The Division Global Trade Manager will directly support the site-level operational contacts at metals division sales and manufacturing operations throughout Europe, Asia, and Australia and be able to provide training on relevant regulations and requirements to personnel in varying functional areas. He or she will work together with the division’s North American Trade Manager to further develop and maintain a division-wide compliance program. He or she will guide and assist the operations in the development and management of written procedures and will conduct audits of each operation’s import and export compliance programs. The Division Global Trade Manager will assist the local operation in determining when and what export and/or import formalities are required or may (for example in the case of duty relief programs) be desirable and will be responsible for ensuring that all necessary licenses and/or other formalities are requested, obtained and complied with. He or she will work closely with PCC’s Compliance Counsel regarding program discussions, revisions, special licensing requirements, disclosures, investigations, projects and general updates and consultation. He or she will also consult with other external subject matter experts and interface with Government officials, as needed.

ESSENTIAL FUNCTIONS

- Direct and supervise the metals division import and export compliance programs at sites located in Europe (UK, Germany, France, Italy), Asia (China, Indonesia, Singapore), Middle East (UAE), Australia, and other sites as acquired/established.
- Facilitate compliance with export and import regulations as dictated by the relevant government agencies.
- Provide top-to-bottom training of all Trade pertinent personnel on regulations and requirements.
- Ensure all metals facilities are screening customers against all government restricted party lists.
- Ensure all metals facilities screen orders for compliance with local, regional and extra-territorial (i.e. U.S.) export controls.
- Ensure all metals facilities have current classification matrices for products, raw material, primary manufacturing equipment, imported items, and technology.
- Ensure all metals facilities’ Human Resources departments have processes for hiring foreign nationals and visitor policies that monitor visitors and limit foreign national access as required.
- Manage and facilitate all export/import licensing requirements for the metals division.
- Manage audits for all metals facilities’ import/export compliance programs annually.

- Attend import/export training courses annually to stay current with regulatory changes.
- Work closely with Compliance Counsel for compliance program discussions, revisions, special licensing requirements, disclosures, investigations, projects, general updates and consultations.
- Consult with Compliance Counsel and others within the Legal Department as needed.
- Train, guide and support each metals facility's Facility Compliance Officer.
- Interface with Government Officials as needed.

ADDITIONAL RESPONSIBILITIES

- Accepts responsibility for actions, results, and risks. Gets the job done.
- Takes appropriate action to meet challenging goals, schedules, or needs.
- Willingly takes action and assumes accountability.
- Ensures accuracy and completeness of work.
- Accepts responsibility for accomplishments, successes, failures, and mistakes.
- Demonstrates ability and willingness to follow through on projects.
- Actively and continuously learns.
- Listens effectively, transmits information accurately and understandably.
- Provides timely, accurate, and candid information on critical issues (planning/progress/results) to colleagues and team members.
- Presents information or data in a format that is efficient and understandable.
- Takes into account how different audiences and cultures are likely to respond and endeavors to choose the best method of communicating the message to each audience or culture.
- Writes clearly, logically, and concisely.
- Looks for opportunities to use and expand knowledge, skills, and experience.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- At least a BS/BA degree
- Multi-Operation experience in trade compliance
- At least 10 years of trade compliance management and auditing experience, including at least 2 years managing multiple sites in different legal jurisdictions

SPECIAL SKILLS

Leadership

- Sets and models high performance standards characterized by integrity. Earns trust and respect of others by coaching, inspiring, and empowering teams of people to achieve strategic objectives.
- Envisions future trends and establishes appropriate goals to support changes in priorities or direction.
- Communicates performance feedback in a timely and direct manner.
- Takes, supports, and encourages reasonable risks to meet commitments and strategic objectives.
- Fosters an environment based on integrity and high ethical standards.
- Provides appropriate resources and support to help eliminate obstacles and meet or exceed goals.

- Encourages others to make good decisions and take ownership in decision making and problem solving, by providing appropriate direction and assistance when necessary.
- Develops mutually acceptable solutions.
- Creates and takes advantage of opportunities for professional growth and development to enhance performance and multifunctional skills.

Expertise and Technical Knowledge

- Demonstrates broad, in-depth, and up-to-date knowledge of export/import compliance and awareness of current technology.
- Builds on experience to adapt to changes in technology.
- Transfers information from manuals and training sessions into the work place.
- Embraces new technology and implements practical applications.
- Acts as a resource to others; freely and willingly shares new technology with others.
- Keeps up-to-date with new practices, trends, and standards in the field by reading journals, attending professional meetings and conferences, holding discussions with experts, etc.
- Looks for opportunities to use and expand knowledge, skills, and experience.

Communication Skills

- Listens effectively, transmits information accurately and understandably, and actively seeks constructive feedback.
- Provides timely, accurate, and candid information on critical issues (planning/progress/results) to colleagues and team members.
- Identifies the critical issues to be communicated in complex situations.
- Presents information or data in a format that is efficient and understandable.
- Takes into account how different audiences and cultures are likely to respond and endeavors to choose the best method of communicating the message to each audience or culture.
- Uses simple examples, illustrations, or analogies to explain concepts.
- Writes clearly, logically, and concisely.
- Demonstrates small and large group communication skills to enhance and encourage open dialogue.

CULTURAL FIT – PCC VALUES

Drive For Results

Self-Directed/Autonomous

Strategic/Tactical

Metrics Driven

Responsible

COMPETENCIES

Relationship Management, Leadership, Discretion, Writing, Listening, Strategic Thinking, Technical Knowledge, Analytical Thinking, People Management, Financial Awareness.

ADDITIONAL NOTES

[Type any additional notes if needed.]

PHYSICAL DIMENSIONS

PHYSICAL DEMANDS – *THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.*

- Duties may require being on call periodically and working outside normal working hours (evenings and weekends).
- Duties may require the ability to travel via automobile or airplane, approximately 50+% of the time will be spent traveling.
- Job may be required at a customer facility.

WORK ENVIRONMENT – *THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.*

- Duties are performed in a typical office environment while sitting at a desk or computer table. Duties require the ability to use a computer, communicate over the telephone, and read printed material.
- Duties may require the ability to lift up to 50 lbs.
- Duties may require Personal Protective Equipment: x Eye x Foot

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