

Job Description
International Procurement/ Compliance Manager
Century International Arms, Inc.
Century Arms, Inc.

Reports to: Director of Global Procurement
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Responsible for managing personnel and the day to day procurement operations. All suppliers and shippers bringing foreign product to Vermont, leading all aspects of the process. Ensures that all import and export activity and the recordkeeping related to it are in compliance with federal regulations by working with the relevant agency (BATF, Commerce Department, State Department, U.S. Customs, etc.). Serves as a member of the company's senior management team, contributing to the planning and management of the business.

Responsibilities

This position has responsibilities in a wide range of areas. It is responsible for the overall direction, coordination, and evaluation of the Compliance, Import, Export and Bonded Warehouse Departments, which includes the management of all paperwork required for compliance. Some of the specifics of the work are described below by category:

Managerial:

- Manage all personnel involving with the day to day procurement dept., including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems; and ensuring compliance with applicable laws and policies.
- Manage all personnel involving with the day to day compliance dept., including working with ATF, Department of State, Department of Commerce, U.S. Customs, Bond and Council on various compliance projects.
- Manages all personnel regarding the company's importing/exporting and Customs processes/procedures.
- Manages the bonded warehouse making sure following proper procedures and processes and are in compliance for all government agencies.
- Manage/obtain all air, land, boat transportation for product delivery.
- Actively participate and support the 5S process within the work areas/managed depts. on a daily basis.
- ***Other duties will be assigned as required.***

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree (BS) in Business or equivalent degree.
- 10 years' recent experience in transportation and/or compliance.
- Knowledge or experience of ATF, Department of State and US Customs requirements required.
- Previous supervisory experience.
- Highly organized and experienced with document requirements that must be exact.
- Excellent understanding of information systems.
- Excellent communications skills, both verbal and written.
- The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision.
- Extensive import/export experience, ideally with highly regulated products.
- Bonded warehouse experience.
- Experience in negotiations.

Job Description
International Procurement/ Compliance Manager
Century International Arms, Inc.
Century Arms, Inc.

- Fluency and facility with foreign languages.

Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics 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:

- Able to lift object commonly found in offices, up to 20 lbs.
- Able to travel domestically and internationally for various shows, training, meetings, etc.
- Able to work at a computer for long periods of time.
- Able to work additional hours as needed. (Project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.)
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently.
- Able to work full-time, including early mornings, evenings and weekends as needed.

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Jessica Becker	Date:	12/13/16
Payscale Report:	LOG-0002	Date:	12/13/16