



CENTURY ARMS

GREAT EMPLOYEES WANTED!

Century Arms, the premier AK manufacturer in North America, has been in business for over 50 years. We provide quality firearms and ammunition at excellent prices to the American collector and sportsman.

JOB DESCRIPTION: COMPLIANCE SPECIALIST
REPORTS TO: INTERNATIONAL PROCUREMENT/COMPLIANCE MANAGER
LOCATION: VERMONT

OVERALL RESPONSIBILITY:

The Compliance Specialist understands BATF rules and regulations to help with internal audits, help with setting up product code, enters data and ensures that all bound book required fields, and state laws are properly entered into the inventory system to ensure proper functionality of our bound book module. Performs compliance audits on these processes.

DUTIES AND RESPONSIBILITIES:

- Perform various daily, weekly, and monthly audits to ensure compliance with federal / state firearms laws and regulations
- Conduct firearms serial number traces for ATF and other law enforcement agencies
- Participate in the company's internal serial number inventory process
- Creates product codes, conditions and UPC codes
- Ensure proper fields in all modules are filled in and properly setup to ensure correct functionality of sales, inventory, compliance
- Supports receiving departments bond and free to ensure proper product code assignments based on import permits
- Research data on firearms, ammunition or any other product as needed for various departments
- Back up for updates on product with state law restrictions, monitoring all new state laws to ensure compliance with all states
- Investigate and ensure the correction of any discrepancies in firearms records
- Ensure that all new serialized product material data is correct before production
- Support the business in its daily operations to ensure compliance Regulations are followed.
- Works with the Senior License Processor and data entry into the Companies computer system.
- Understand all the Government agencies regulations Century works with including the FCPA regulations
- Actively participate and support the 5S process within the work area on a daily basis
- Cross training with Compliance/Traffic/Procurement and all associated duties so there is always coverage.
- *Other duties will be assigned as required.*

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.

REQUIREMENTS:

- General computer skills and familiarity with computers is highly desirable

- Must be capable of following all established environmental safety protocols required by OSHA/Federal/State agencies and Company, interact effectively with a variety of people, able to operate general office equipment, able to move objects as requested and necessary, and able to accept and follow directions
 - This position requires attention to detail as well as the ability to organize and prioritize accordingly
 - Physical requirements include lifting, pushing, pulling objects as necessary and repetitive data entry
 - The employee will frequently sit throughout the work day
 - The employee is occasionally required to stoop, kneel and/or crouch
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If you are looking for a great opportunity, then come join a great company and become part of a family-oriented company that puts employees first. We know when our employees are happy, our customers are happy. Century offers competitive compensation packages with opportunities for internal growth and professional development and generous medical, dental, employer paid life insurance and disability benefits for permanent full-time employees and their family and much more. In addition, you will receive paid time-off (vacation, sick time, personal time and paid holidays) and the ability to participate in our 401K plans only after ninety days employment and all other benefits only after thirty days of employment.

Apply today by filling out an application at:

CENTURY ARMS, INC.

236 Bryce Blvd, Georgia, VT 05454
(In Arrowhead Industrial Park, off Rt. 104A)

Or

Visit us online at www.centuryarms.com

Or

Email to HR@centuryarms.com

All applicants must pass a criminal background check and a pre-employment drug screening. We support a drug-free workplace and enforce a Zero Tolerance Policy.

EOE