

Job Description
Regulatory Specialist
Century International Arms, Inc.
Century Arms, Inc.

Reports to: International Procurement/Compliance Manager
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Responsible to understand and train compliance and others with federal regulations by working with the relevant agency (BATF, Commerce Department, State Department, U.S. Customs, etc.) Performs compliance audits on these processes.

Responsibilities

- Research data on firearms, ammunition or any other product as needed for various departments.
- Updates products with state law restrictions, monitoring all new state laws to ensure compliance with all states.
- Support the business in its daily operations to ensure compliance Regulations followed.
- Maintain California Customer Special Permit files for CA orders.
- Research and update state laws worksheet.
- Provide support to the ATF and other law enforcement agencies and requests for information/traces.
- Makes sure accuracy with E-tax product codes for foreign and domestic.
- Ensure proper fields in all modules filled in and properly setup to ensure correct functionality of sales, inventory, and compliance.
- Perform various daily, weekly, and monthly audits to ensure compliance with federal / state firearms laws and regulations.
- Updates product codes with state law restrictions, monitoring all new state laws to ensure compliance with all states.
- Makes sure Century has the updated monthly FFL CD from BATF and added to N-drive for users.
- Debarred party checks on all companies we work with and all foreign national visitors and ensure processes are followed and documented.
- Maintains on N-drive documents for all firearm state compliance testing.
- Apply for Exports licenses and maintain all export controls and processes to send them out, working with forwarders, transport companies and customers.
- Maintains all temporary import and export files and complies with the regulations and controls.
- Understand all the Government agencies regulations Century works with including the FCPA regulations.
- Protects organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Adheres to all employment policies/safety policies/practices required by law/established by Company.
- Wears all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrates sound working knowledge of firearms safety.
- Maintains and keeps workstation and department area clean.
- Immediately reports any maintenance and/or safety issues to Management.
- Demonstrates a positive attitude toward co-workers, other department and the Company.
- Maintains respect, courtesy and professionalism toward all co-workers and the Company.
- Communicates clearly and effectively with co-workers and management.
- ***Other duties will be assigned as required.***

Qualifications & Knowledge Required

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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.

- Business or equivalent degree.
- 5 years recent experience in 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.

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:

- Be able to lift objects commonly found in offices, up to 20 lbs.
- Able to work at a computer for long periods of time
- 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
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently

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.

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Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Annette Rushford	Date:	09/15/2021