

ACCEPTING RESUMES FOR:

OPC Compliance Analyst

Overview of Duties

- This is an entry level position responsible for providing support to the Trade Compliance Officer to maintain compliance with government regulations.
- Ensure compliance with all applicable U.S. trade laws and regulations and communicate these requirements to internal and external partners.
- Develop license applications for submission to government agencies for approval.
- Administer compliance training. Assist in maintaining program exports in the program's integrated data environment (IDE). Screen, validate, and approve personnel access requests to the IDE.
- Develop processes necessary for the company and internal and external customers to remain compliant with new regulatory compliance requirements.
- Audit exports, identify process deficiencies, and make recommendations to improve critical areas of trade issues.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.
- Perform other duties as assigned.

Qualifications

- Requires ability to obtain and maintain a SECRET security clearance.
- High School diploma or GED equivalent plus three or more years providing administrative support at a high level required; a bachelor's degree is desired. An equivalent combination of education and experience may be considered.
- Experience with government programs, particularly involving regulatory compliance and auditing is preferred.
- Strong interpersonal skills with the ability to communicate (written and verbal) with stakeholders (both internal and external) and with government agencies.
- A demonstrated ability to self-start, prioritize and multi-task in a flexible, fast paced environment.
- Intermediate to advanced level Microsoft Office including Word, Excel and PowerPoint required.
- Ability to read and interpret documents such as general business periodicals, professional documents, Company policies/procedures, and governmental regulations.
- Requires excellent written, oral, and presentation/communication skills.
- Ability to work both independently and as part of a team.

Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

or in person at:

Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
Phone: (850) 588-3946

Eastern Shipbuilding Group Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required.



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