

**Job Title:** Export Compliance & CS Process Development  
**Category:** Other  
**Position Type:** Full Time  
**Pay Rate Unit:** Annually  
**Type of Assignment:** Permanent  
**Assigned Recruiter:** Boring, Angie  
**Hiring Manager:** Conti, Carmine  
**Grade:** Band 1  
**Region:** Americas  
**Country:** USA  
**Is work location flexible?:** No  
**Area/Site:** US Gases Stewartsville  
**Town/City:** Stewartsville  
**State/County/Province/Territory:** NJ  
**Postal/Zip Code:** 08886  
**Business Unit:** RBU North America

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## Job Description

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Linde is currently seeking an Export License Manager to join the team in Stewartsville, NJ.

Job Responsibilities:

Export Compliance

- Research, interpret and provide guidance on trade regulations enforced by the Department of Commerce (DOC), Bureau of Industry and Security (BIS), Export Administration Regulations (EAR); Department of State, Directorate of Defense Trade Controls (DDTC), International Traffic in Arms Regulations (ITAR); Department of the Treasury, Office of Foreign Assets Control (OFAC), Department of Commerce, Census Bureau (Foreign Trade Statistics Regulations); and any other special trade programs/exporting regulatory agencies, as required.
- Work with legal council and other business units to determine short and long term trade compliance requirements and potential issues.
- Assist with investigating and resolving multi-location export compliance issues, identifying export exposure and developing strategies to meet business requirements.
- Provide advice on the impact of export regulations as well as determine required export control policies and procedures. Implement necessary compliance improvement plans to prevent violations of export regulations.
- Screen parties for export transactions against the designated government lists.
- Oversee the generation and management of export licenses.
- Lead in the determination of the appropriate export classifications, Export Classification Control Numbers (ECCN), Category Classification/USML International Traffic in Arms Regulations (ITAR) and U.S. Customs Regulations.
- Prepare and submit official Commodity Classification request.
- Respond to inquiries regarding ECCN Classifications, ITAR classifications, documentation requirements, or other export regulations to ensure timely clearance.
- Determine licensing requirements and jurisdiction; manage license submission requests to appropriate governmental department and managing post-licensing compliance actions such as track and audit usage as required.
- Maintain export transaction records including export commercial invoices, SED/AES filings, license

applications, etc.

- Assist with monitoring and auditing the export activities of brokers and freight forwarders as needed.
- Perform continuous analysis of U.S. Government and international trade regulations to implement timely procedural changes to assure business unit compliance to regulations.
- Directly interface with government agencies as required to perform all aspects of job functions.
- Perform export compliance training to all relevant departments and personnel.

#### CS Process Development

- Develop for daily processes CS departmental SOPs within the scope of ISO and Linde SHEQ standards.
- Provide training and ensure effectiveness through quizzes and/or internal audits.
- Assure that SOPs are reviewed biennially or as needed and reflect current best practice.
- Changes are formally documented and retrained. Any retraining is also documented.

#### Key interfaces

- Customers
- LESG Management, Operations, Sales, Data Management, Human Resources, IS, Legal, Logistics, and SHEQ.
- Regulatory/Government authorities

#### Required critical behaviors

- Leadership
- Accountability
- High ethical standards
- Commitment

#### Minimum Qualifications:

- Professional degree or equivalent business related experience
- Professional level knowledge of all U.S. export regulations including BIS/EAR, ITAR, NRC and OFAC
- Proficient user of Microsoft Office package, SAP software
- Ability to communicate
- Work under pressure or deadlines
- Organize/prioritize through time management
- Follow through and task completion
- Implement action plan or effect change
- Self discipline and motivation
- Sensitivity to the needs of direct reports

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