



BAE SYSTEMS

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«Export Control
Administrator»

Contact information

Contact name BAE Systems
Contact phone +44 (0) 1252 383074
Location Wales, Denbighshire, Bodelwyddan

Job details

Salary by agreement
Job type Contract

Requirements

Experience in an administrative role is essential
Strong IT skills, particularly in the use of MS Office packages
Experience working within a process
Regulatory/governance/Compliance background would be advantageous but is not essential
Any previous knowledge or experience in International Trade, Export, UK regulations or ITAR would be highly desirable

Job responsibilities

General departmental administrative duties
Screening third parties in line with business processes
Producing Hand Carry Authorisations for employees travelling abroad
Issuing correspondence with external suppliers to gather Export Compliance information on the goods procured into the business
Recordkeeping administration duties and Production of Metrics & KPIs
Monthly reporting both internal and to external regulators
Ad-hoc tasks, as required during peak times to balance team workload and meet service commitments
Participating in continuous improvement activities
Fulfilling the duties of a project team member when assigned to change initiatives
Ensuring compliance with company policies and industry guidelines

This job is posted on the employment service «www.jobgear.co.uk»