

## Compliance and Logistics Coordinator US Operations

**Location:** Falcon Rd. Rockford, IL

**Department:** Compliance and Logistics

**Reporting To:** Nicole Koser

**Hours:** Monday through Friday, 7:30am – 4:00pm

### JOB DESCRIPTION:

The Compliance and Logistics Coordinator will manage the company's regulatory compliance programs, with a focus on U.S. export control laws. This role is responsible for ensuring the seamless movement of goods across borders by managing classifications, transaction screenings and documentation.

### ESSENTIAL FUNCTIONS:

- Assist in maintaining compliance with U.S. trade regulations (EAR, ITAR, OFAC and Customs/CBP)
- Support product, technology and data classifications, including ECCN (Export) and HTS (Import) determination
- Perform restricted and denied party screening and “Know Your Customer” (KYC) reviews for all global stakeholders
- Review shipping documentation for accuracy; coordinate with freight forwarders and brokers to ensure timely delivery and regulatory clearance
- Help determine licensing requirements and applicability of license exceptions
- Maintain compliance records in accordance with regulatory requirements
- Support internal audits, compliance reviews and data requests
- Help update compliance procedures, templates and training materials
- Respond to compliance questions from internal teams, escalating issues as needed
- Monitor regulatory updates and assist in communicating changes to the organization
- Develop and implement trade compliance policies and procedures and oversee related administrative tasks
- Work with sales, logistics, engineering and customer service to ensure compliance throughout the export process
- Stay updated on regulatory changes, monitor internal compliance and support audits and investigations

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Foundational knowledge of U.S. Export (EAR/ITAR)
- Familiarity with OFAC sanctions, denied party rules and embargoed countries
- Ability to analyze complex regulations and resolve compliance issues
- Knowledge of import/export documentation requirements
- Proficiency in determining ECCN
- Ability to interpret and apply complex trade regulations accurately
- High accuracy in reviewing data, classifications and filings
- Ability to handle sensitive technical, customer and government-controlled data

## EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Business, International Trade, Supply Chain, Logistics, Engineering or a related field required. An equivalent combination of relevant education and professional experience will be considered.
- 1-3 years of experience in international trade, compliance or global logistics.
- Familiarity with manufacturing or technical products is a plus.
- Strong organizational skills and attention to detail.
- Ability to follow procedures and work with sensitive regulatory information.
- Effective written and verbal communication skills.
- Proficiency with Microsoft Office; experience with ERP systems or screening tools is a plus.

## PAY AND BENEFITS:

- The budgeted range for this role is \$2,307.69 USD to \$3,269.23 USD per biweekly pay period. The range provided is a good faith estimate representative of the desired level of experience for the position. Bergstrom Inc. considers several factors when extending an offer, including but not limited to, the role, function and associated responsibilities, a candidate's work experience, education/training, and key skills.
- Hired applicants may be eligible for benefits, including but not limited to Bergstrom's discretionary incentive, medical, dental, vision, life insurance, short-term disability, long-term disability, 401(k) match, flexible spending accounts, employee assistance program, tuition reimbursement, paid time off and holidays.

## TO APPLY:

If you would like to be considered and meet all the position requirements, please [email](#) your resume and cover letter to Andrew Hall in Human Resources.

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