



Export Control & Legal Executive

Responsibilities

Export Control

- Advise on and administer the Company's Export control and Sanctions Policy and Procedures, keeping abreast of best practices and relevant industry standards to make recommendations on updating the Policy and procedures
- Implementation of operational processes and controls and relevant systems and standard work instructions around import and export activities, including import/export controls, sanctioned party list and embargoed country review and screening, license management, HS-code classification, bonded goods and all deemed export compliance, import/export documentation and etc., to ensure corrective action and import/export processes are in place to meet local regulations
- Advising on Export Control classifications of goods
- Screening of Counterparties using compliance tools, review of the results and advising the Management of red flags
- Responsible for the day to day running of the SAP Global Trade Surveillance (GTS) function including review and release of blocked transactions and generating daily reports
- Update processes and procedures and advise on transfers of engineering technical data and intangible technical transfer
- Conduct export control compliance audit according to the established process and measurement to identify areas of export control compliance risks
- Presenting training sessions and briefings to employees and new hires
- Ensure that the end-use of all items, technology and software are determined and undertakings given on according to standard work processes and preventing violations

Corporate Secretarial

- Assist the Company Secretary to prepare the necessary documentation for the quarterly Board of Directors meeting including recording and drafting of Board minutes, liaising with the stakeholders and filing of the Board minutes and resolutions
- Assist in routine annual filings with the Accounting and Corporate Regulatory Authority ("ACRA")

Requirements

- Bachelors in, Supply Chain Management, Law, Business Administration, or equivalent
- Minimum 2 years work experience in export/trade control compliance or general compliance in related field is preferred with interest to acquire corporate secretarial skills
- Working knowledge of SAP
- Strong written and oral communication skills and the ability to meet tight deadlines and prioritize workloads
- Proficiency in Microsoft Word/Excel/Powerpoint

(Only short-listed candidates will be notified)