



Compliance Specialist

Looking for a dynamic Compliance Specialist to join our team in Dorchester, Ontario!

An innovative company with an entrepreneurial spirit, Armatec was established in 1997 and has established itself as a significant player in the defense survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec offers a competitive compensation package with a comprehensive group benefits program. Cafe and gym onsite for your convenience at low cost to employees.

General Description:

The Compliance Specialist role is focused on enhancing governance and excellence within our supply chain operations. In this dynamic position, you will play a crucial part in supporting the qualification, monitoring, and administration of third-party suppliers, ensuring compliance, and driving continuous improvement across our processes. Your role will also involve supporting the development of key supply chain policies, performance indicators, and compliance frameworks to ensure alignment with industry regulations and sustainability goals. The Compliance Specialist will support the company with strategic and daily export and import compliance, anti-corruption programs, and related issues. These activities include matters relating to U.S. Trade Regulations, such as, but not limited to, the Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), the Foreign Trade Regulations (FTR), the Foreign Corrupt Practices Act (FCPA), and the U.S. Customs and Border Protection (CBP) Regulations.

Essential Duties:

The duties associated with this position include, but are not limited to:

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- Support ongoing qualification, administration, and monitoring of 3rd party suppliers
- Analyze supply chain data to identify trends, opportunities and risk identification
- Support development, monitoring and reporting on key supply chain performance indicators (KPIs)
- Support development of frameworks, policies and procedures for supply chain compliance and controls
- Manage supplier annual assessments and validate compliance to procedures
- Support compliance activities, monitoring and reporting related to conflict materials and supply chain sustainability
- Complete regulatory reports and submissions such as environmental handling fees, material compliance, and ESG

- Monitor and assess compliance to established policies and regulations, identifying potential risks and areas for improvement
- Liaise with auditors and regulatory bodies during reporting, inspections and audits
- Collaborating with various departments to integrate governance into overall business strategies
- Provide training and guidance on governance policies, compliance requirements
- Develop and maintain Standard Operating Procedures (SOPs) in cooperation with all departments and business units to ensure consistent operational excellence.
- Management of supply chain contracts and document management
- Reporting on supplier performance, governance and quality
- Assessing compliance gaps and readiness, developing remediation strategies, and driving remediation activities to completion with regards to ISO, other certifications and attestation programs as required
- Identify governance and risk management initiatives to mitigate potential risks
- Interpreting U.S. trade regulations (ITAR, EAR, FTR, FCPA, and Customs) and providing necessary guidance to internal customers;
- Interfacing with Compliance Teams and other internal functions (i.e., Program Management, Contracts, Procurement, Supply Chain) and Senior Leadership to ensure all work processes are in compliance with U.S. or other countries trade regulations;
- Draft and or update import/export/anti-corruption procedures, instructions, forms, and templates;
- Assist with export/import classifications of items/data for import/export;
- Review screening alerts and address potential positive hits;
- Conduct export/import, and anti-corruption trainings to internal customers;
- Assist in investigating and resolving compliance issues;
- Help further understanding and compliance with ethics laws and conflicts of interest;
- Assist, promote, & support drafting compliance-related communications;
- Provide guidance and assistance on a broad range of import and export matters,
- Comply with company Health & Safety rules and regulations in accordance with the Act
- Other duties as required

Prerequisite Skills and Qualifications:

- Must have at least 3+ years of experience in a similar governance role.
- Extensive experience with supply chain documentation and auditing is required.
- Familiar with controlled goods/ ITAR, Canada and Int'l trade laws
- Experience in military and Defense industry/ defence acquisition
- Communication skills in Ukrainian and/or Polish would be an asset
- Knowledge of import/export operations and documentation.
- Possess excellent verbal/written and oral communication skills
- Excellent interpersonal skills with the ability to work with multiple departments
- Excellent time-management skills, especially a strong ability to organize multiple projects at one time and prioritize among them;
- Research skills to perform legal research using electronic sources;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Must be able to pass a Security Clearance

Armaterc is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other prohibited ground of discrimination.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please advise us and we will do our best to support you. All information received in relation to accommodation will be kept confidential.

We appreciate your interest in Armaterc, however only those chosen to move forward in the recruiting process will be contacted regarding this position.