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# Example of Analyst / Senior Analyst Compliance Job Description

Our company is looking to fill the role of analyst / senior analyst compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst / senior analyst compliance

* As required, lead or assist with any special compliance investigations that may be required to be performed
* Document controls in place for key compliance risks
* As necessary, undertake local compliance assignments or initiatives that may be led by regional/global compliance teams
* Monitor the ongoing effectiveness of the compliance program and proactively identify key activities to drive changes to the testing schedule
* Ensure quality and timely submission of all relevant country compliance management reporting activities in accordance with local requirements
* Collaborate and engage with stakeholders on the development and implementation of key business initiatives as related to Compliance with Policy and Regulation
* Independently lead the development, implementation, and management of global ethical culture-related training, communication, and behavioral change projects
* Create, maintain, and manage team-related documentation including manuals, training materials, presentations, and reports
* Evaluate and document manual or labor intensive processes and procedures, and make recommendations for automation and/or continued improvement
* Assist in Ethics Program innovation and performance measurement, including the implementation of periodic ethical culture surveys

## Qualifications for analyst / senior analyst compliance

* Current Customs Broker License granted by Customs & Border Protection of the Department of Homeland Security
* Minimum 5 years of experience with processes, information, and analysis involving Partner Government Agencies such as Foreign Trade Zones (FTZ), Supply Chin security - C-TPAT
* Ability to work independently in a high-pressure environment while simultaneously handling multiple assignments to meet priorities and deadlines
* Prioritize and manage process improvement by utilizing various tools
* Bachelor of Science degree in Management Information Systems, Computer Science, or a related technical field required
* Experience developing, championing, and managing internal compliance programs a plus