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# Example of Compliance Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of compliance administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compliance administrator

* General PA duties for the Head of Legal and Compliance
* Working with members of the Compliance team to deliver a range of compliance based projects
* Helping with the preparation of documents, proposals and work specifications
* Uploading and assigning reports along with any associated remedial actions
* Being able to deliver basic technical support via telephone and email
* Helping with the preparation of scheduled compliance reports to the Client
* Thinking both creatively and logically to resolve problems
* Working closely with project managers with projects, document control, progress reporting and other project management tasks
* The raising of purchase orders
* Scheduling Client work

## Qualifications for compliance administrator

* 3 - 5 years experience in I/T and Operations, which must include audit standards, IT knowledge and analytical skills
* Previous experience with SOX and gaming auditing is required, experience with PCI is preferred
* Requires the ability to audit systems and processes to ensure end-to-end compliance
* Must be able to communicate effectively and work with Senior Executives
* Able to define and enforce Corporate Standard Operating Procedures
* 3 - 5 years of experience in IT Operations or equivalent