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# Example of Compliance Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of compliance administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for compliance administrator

* Maintain and process all mail returns
* Act as a support to the document administrators, cross training on their function and providing support as necessary
* Serves as the primary point of contact for third party vendors
* Ensuring compliance with applicable government and institution regulations
* Evaluating studies to determine potential subject risk and appropriate review process
* Providing compliance assistance to investigators and departmental administration
* Reviewing protocols/registrations to ensure they are complete
* Providing training for new committee members, investigators and administrators
* Reviewing compliance programs and identifying areas in need of improvement
* Evaluating studies to determine potential risks and appropriate review process

## Qualifications for compliance administrator

* Secretarial and administrative experience within Legal environment (essential)
* Backing in banking environment
* Minimum one (1) year contracts, finance, or relevant experience
* Ten (10) years progressive experience
* Knowledge of the brokerage industry and previous experience in a back office environment an asset
* Experience with Dataphile & Hummingbird an asset