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# Example of Compliance Assistant Job Description

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

## Responsibilities for compliance assistant

* Maintain regular updates of the Legal and Compliance portion of the Firm's Intranet site
* Helping employees/company registration matters
* Helping Corporate Secretariat roles
* Coordination of weekly/monthly reports
* Provide assistance including database logging for various Compliance matters
* Liaise with offshore affiliates for documentation
* Helping with formatting of presentations, spreadsheets and word documents
* Monitoring the quality and regulatory standards in the delivery of support services
* Administrative management and compliance oversight of a portfolio of contract and associated sub-awards
* Serving as a consultative resource to program personnel

## Qualifications for compliance assistant

* Provide advice to business units according to regulatory and internal policy requirements
* Monitor compliance with SFC requirements
* Review marketing materials relating to ILAS and traditional products
* Provide advice on projects and other initiatives
* Implement new or revised regulatory requirements
* Conduct training and promote compliance awareness on regulatory and internal policy requirements