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# Example of Compliance Intern Job Description

Our company is growing rapidly and is hiring for a compliance intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compliance intern

* Coordinate product testing data for Fall 2017 product launch – have an opportunity to be in meetings with Compliance and Merchandising staffs
* Coordinate data for vendor notifications and inspections
* Lend support in gathering and analyzing credit compliance information on current and potential borrowers
* Lend administrative support
* Offers regional client support as needed
* Draft feature specifications, requirements and use case scenarios for cross-border tax compliance products & features
* Participate in conversations to understand the needs and goals of the customer
* Participate in quality assurance testing and bug bashes (as necessary)
* Create training materials to educate internal stakeholders on new features
* Support creating and maintaining the list of HCP’s with consent letters

## Qualifications for compliance intern

* Pursuing industry relevant certification
* Proficiency in both English and Chinese language
* Must be currently enrolled in a degree seeking program (rising junior, senior or masters MBA candidate) majoring in human resources, business, psychology, information systems or applicable field
* Prior internship experience in HR or project management field preferred but not required
* Completed 3rd year of 4-year program
* Must be pursuing a Bachelor’s degree in Business or other closely related discipline