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# Example of Compliance Manager / Senior Manager Job Description

Our growing company is looking for a compliance manager / senior manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compliance manager / senior manager

* Develops and strategizes innovative approaches with the Global Digital Media Governance Network and Digital Communication Committee to ensure US Affiliate Digital Media compliance
* Leads in the creation and implementation of Compliance Management operational strategies, goals and objectives for the CAT team
* Acts as subject matter expert for Compliance Management Operational process in the event of audit or regulatory inspections
* Participates in or leads relevant Global initiatives or work streams as needed
* Under guidance of the Director, CAT, oversees and ensures execution of USDS-related CAPAs
* As a member of the extended USDS Safety Leadership Team, collaborates with the leaders within USDS to drive the organizational strategy, goals, and objectives for the department
* Responsible for the performance of assigned personnel against departmental processes, standards and performance goals
* Manage team of 6 Compliance Officers responsible for executing the Compliance Department’s surveillance program (covering email, securities transactions, AML related activities)
* Create management reporting summarizing the surveillance activities, patterns of questionable sales practice activities, suspicious activity
* Develop a comprehensive compliance training program, which includes, at a minimum, relevant and contemporaneous content and a comprehensive training calendar

## Qualifications for compliance manager / senior manager

* Assist in managing the timely and high-quality execution of the IT SOX Program
* Ensure controls are appropriately designed and operating effectively and efficiently
* Report outcomes and results of compliance assessments and tests to responsible senior management and control owners
* Ensure remediation occurs and follow-up on the underlying remediation programs
* Assess potential business, process, and technology changes for impact to compliance objectives
* Assist with executive reporting on the status of compliance programs, including appropriate reports and metrics that highlight key results of the team's deliverables and related risks