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# Example of Compliance Operations Job Description

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

## Responsibilities for compliance operations

* Participate in site non-compliance and critical alert meetings, as appropriate to assist trial teams in the development of Corrective and Preventive Action (CAPA) Plans
* Assist leadership in the review of metrics to identify and assess quality trends, individual performance needs and/or compliance issues
* Oversee the CHP Annual Records Audit and Inspection
* Responsible for the CWM Program – Independently Managed (CWM-IM) processes’ documentation workflows and updates
* Accurate tracking of all non-employee resources across the organization
* CWM-IM related reporting, including working with the HR Reporting team, as required
* Analyze contract worker data and investigate/resolve any discrepancies
* Responsible for a generic mailbox, ensuring timely responses and exceptional customer service
* Resource headcount reconciliation from multiple sources in an excel spreadsheet for weekly reporting
* Works on multiple Quality Assurance / Quality Control tasks across the PBO’s with bankers

## Qualifications for compliance operations

* 3+ years of lending compliance experience
* Demonstrate familiarity with various loan regulations such as HMDA, CRA, Flood and Truth in Lending
* At least 1 year experience in knowledge of Lotus Applications and MS Excel spreadsheets
* 70% - Provide operational management support for all compliance education programs including but not limited to
* Ability to lead a team and motivate people to excel under pressure
* Microsoft Office skills with proficiency in Access, Word, PowerPoint, Visio, Excel