Downloaded from <https://www.velvetjobs.com/job-descriptions/compliance-training>

# Example of Compliance Training Job Description

Our growing company is hiring for a compliance training. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for compliance training

* Direct the development, maintenance and promotion of training programmes, including induction training, in accordance with Group training procedures, and regulatory requirements
* Assist with gathering Compliance training data/metrics for internal and external regulatory audits and inquiries
* Assist Compliance Officers and SME’s with the development of training materials
* Creation of online training content using Adobe presenter
* Maintenance of the Compliance Training Resource Center (CTRC) and other Sharepoint sites
* Maintain quality standards and a state of audit readiness
* Provide compliance reports as requested during internal & external Audits
* Works with vendors and partners to ensure the training solutions are developed and implemented per quality standards, budget and timelines
* Maintain training documentation (electronic and hard copy) in state of audit readiness
* Manage eLearning systems, tools and vendors providing training and support to end users

## Qualifications for compliance training

* Series 7, 24, 65/66 registrations will be required
* May require some domestic travel < 10%
* Assist with systems on-boarding of new employees as necessary
* Manage planning and implementation web based training courses
* Manage planning and implementation for instructor-led learning events
* Manage the technical application for Adobe Connect Learning Events