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# Example of Compliance Training Job Description

Our growing company is looking to fill the role of compliance training. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compliance training

* Manage and ensures accurate attendance tracking in Le@rn LMS by reviewing reports and ensuring accuracy
* Track Vendor Contracts from initiation / creation of contract though final execution and payment of vendors
* Act as a liaison between training function and internal and external partners (Legal, Finance, Commercial, Compliance, Vendors)
* Plan on-site and off-site, local, regional and national meetings
* Provide documentation and training coordinator services to the PD department, including numbering, version control, formatting, processing, and filing of documents
* Update training profiles, maintain training records and submit document records within our electronic training tracking system
* Assist with documentation and training projects
* Create monthly metrics
* Create training profiles, update training profiles on paper and electronic system, create training reports, maintain training metrics
* Highly motivated, self sufficient, with a strong willingness to learn and take on new challenges

## Qualifications for compliance training

* Possess advanced analytical, data management, organizational, research, oral and written communication skills with strong attention to detail
* Minimum of 5 years of learning and development related experience, including experience in instructional design and adult learning theory, within the financial services industry and corporate training setting
* 5-7 years experience overall
* Minimum 2 years experience in implementation or facilitation of a Compliance training program
* 3-5 years of ethics and compliance program management experience preferred
* Management experience also required