Downloaded from <https://www.velvetjobs.com/job-descriptions/core-manager>

# Example of Core Manager Job Description

Our company is growing rapidly and is hiring for a core manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for core manager

* Work with the CCO, business units, and Legal to develop and implement policies and procedures for the Firm’s business activities
* Assist with developing and implementing best practices regarding the handling of MNPI, including information barriers and wall-crossing procedures
* Maintain the Firm’s Compliance Manual, Code of Ethics, AML Program, Business Continuity Plan, and other Firm policies
* Assist with the development and implementation of cybersecurity policies and procedures
* Assist with the gatekeeper functions for the Firm’s Restricted List and related issues, including coordination with deal teams
* Administer, track and maintain certain Investment Advisory requirements such as Pay to Play
* Manage the Private Investments tracking process and applicable systems
* Assist the CCO with developing strategic plans for compliance function systemization and coordinate systems rollout and integration with IT and other departments
* Assist with the conflicts check oversight process
* Assist with international regulatory, compliance and legal matters

## Qualifications for core manager

* Bachelor of Science Degree in Engineering from an ABET accredited program
* Minimum of ten years of Process Engineering experience
* Five years of management responsibility in an engineering environment where quality, innovation, and time-to-market are priorities
* Responsible for leading team through the execution of complex engineering assignments involving continuous improvement, DIMAC problem solving, process standardization, and process design to 6-sigma levels
* Capable of working in a team environment with domestic and international teams
* Assist with regulatory exams and inquiries, internal audits and follow-up