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# Example of Manager, Investigations Job Description

Our innovative and growing company is hiring for a manager, investigations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, investigations

* Assist with oversight of large scale special events to include, but not limited to Spring Meetings, Annual Meetings, and IMF Christmas party
* Maintain sound and effective labor relations with Allied-Barton Security Services employees and Allied-Barton Security Services Regional Support staff
* Develop, manage, and maintain all requirements necessary to meet local and national regulatory requirements, to include but not limited to licensing and credentials
* Providing recommendations for disciplinary actions on employee violations
* Serve as member of employee promotions board, and provide input for final recommendation
* Must be able to work flexible hours outside of the normal working hours to facilitate and meet the goals/objectives of security operations and undertake other ad hoc assignments as necessary to meet the goals of security operations
* Participates in defining the audit’s scope
* Develops, manages, and ensures the international/investigations associates successfully complete all task associated with the daily processing of international US dollar and foreign currency wires
* Hires, trains, and motivates a bilingual staff to achieve department goals and maintain compliance with all regulatory requirements
* Assist with vendor management duties required for the international wire system, ongoing vendor management and third party risk

## Qualifications for manager, investigations

* The ability to contribute and challenge within a team to improve performance will be essential, along with the ability to communicate with peers and senior members of the team
* At least 15 years of law enforcement background
* Investigative background in a Corporate environment
* Certification/license as CFE, LPEC, and IAPP preferred
* 5-10 years of experience managing due diligence background investigations and asset tracing on companies and executives
* Strong business acumen and understanding of U.S. and international legal systems and court systems