



Example of Intern, Compliance Job Description

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

Responsibilities for intern, compliance

- Assist in developing compliance monitoring procedures
- Assist with the facilitation of compliance risk assessments
- Collaborate with the HR Compliance manager in process mapping various compliance programs from end to end globally interacting within HR and outside with such teams as Finance, Accounting, Audit, Sales, Security, and Legal
- Plan and manage our mid-year SOX audit
- Provide recommendations on operational efficiency as it comes to our various programs
- Understand the importance of this work as it relates to being in compliance at both the local, state and federal/country level
- Update written documentation as to any changes in policy or process
- And other HR and compliance related projects.
- Participates in the development of recommendations to enhance risk indicators, change controls, and/or make process improvements
- Develops reports and communicates risk analysis and control testing results

Qualifications for intern, compliance

- Works independently with some supervision needed
- Self-started and driven
- Organized and good project management skills
- Analytical in nature

