



Example of Intern, Compliance Job Description

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Our growing company is searching for experienced candidates for the position of intern, compliance. 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 intern, compliance

- Create a functional specification list for all Federal and State Test requirements
- Learn the general compliance processes of a large global corporation with varied business lines
- Gain knowledge of industry regulations through research and analysis of applicable rules and regulations
- Assist in continuous improvement efforts for a robust and comprehensive compliance program, metrics and training materials
- Participate in cross-company training and networking as part of the internship experience program
- Collaborate with other departments and suppliers to obtain information and documentation to support regulatory compliance determinations
- Ensure supplier regulatory compliance documentation is current and meets Printpack's requirements
- Gain knowledge in FDA compliance evaluation for food packaging to interpret and evaluate supplier regulatory compliance statements
- Develop and implement database modules to support regulatory compliance functions for Printpack
- Develop and document procedures for regulatory compliance process management

Qualifications for intern, compliance

- Currently pursuing a Bachelor's or Master's degree in Accounting, Finance or Real Estate with an expected graduation date between August 2017 – May 2019
- Accounting, Management, Mechanical, Electrical, Environmental Eng
- Corporate experience as an intern or similar is preferred
- Must be proficient with Microsoft Office (Excel, Powerpoint), MS Outlook
- Candidates with prior internship experiences and business, communication related majors are preferred
- Must be enrolled as a full-time student at an accredited university and in good academic standing, GPA minimum of 3.0 preferred