



Example of Intern, Compliance Job Description

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Our innovative and growing company is hiring for an intern, compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for intern, compliance

- Follow up of TPI's training certificates and documentation
- Understand the Temporary Importation Bond and NAFTA Duty Deferral Entry regulations/requirements
- Compare the current work procedure to the regulations/requirements
- Work the open TIBs to learn the existing process
- Identify possible improvements
- Test the improvements on the outstanding TIBS
- Implement improvements and update written procedures to reflect them
- Reviews insurance product advertising, product descriptions, training materials, websites, social media and other documents used to market the products, services or programs advertised
- Reviews insurance product forms related to the sale of products, service of products, and product claims and communications
- Reviews social media content used to market products and services

Qualifications for intern, compliance

- Ability to do research on the internet around various compliance issues and provide a summary review against our current process for compliance
- Currently enrolled in a Bachelor's or Master's program from an accredited college or university
- Minimum cumulative current GPA of 3.0

- Familiarity with computer systems and simple word-processing/spreadsheet manipulations