



Example of Manager, Investigations Job Description

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Our company is hiring for a manager, investigations. 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 manager, investigations

- Operates independently with well-defined expectations, under the supervision of the Director, Internal Investigations based in Chicago
 - Reports to Director, Internal Investigations based in Chicago
 - Identify internal control deficiencies opportunities to enhance operational efficiency and effectiveness, and communicate these results in written reports
 - Act as key advisor to the Director, Global Investigations, on matters of security
 - Act as the primary Corporate Security liaison with the Los Angeles operations management team, Los Angeles World Airport Police and the Federal Bureau of Investigation
 - Develop and maintain relationships with law enforcement entities at locations within assigned region
 - Work with operations management to facilitate cooperation with and from governmental regulatory partners
 - Manage the Phoenix Security Services team and oversee physical security measures as implemented for the Phoenix campus (to include all facilities)
 - Assist with the establishment of preventative measures that executives, flight operations, crew, passengers and security personnel can take to reduce risks from crimes such as kidnapping, sabotage, extortion, harassment, illegal trafficking and acts of terrorism
 - Assist with the establishment of training procedures and emergency planning
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- ACAMS certification, or CFE, or CRCM certification
- Sound judgment and communication and people skills in order to effectively interact with staff, branches, regulators and complainants
- Good management, communication and decision-making skills to lead and manage staff and to support effective teamwork and relationship management
- Five or more years directly relevant investment industry experience with an IIROC or MFDA member firm, preferably within a similar role
- Experience with data analysis in Microsoft Excel, similar program, or more advanced programs such as SQL, OBIEE
- Relevant industry experience across Operations, Risk, Fraud investigations etc