



Example of Manager, Program Compliance Job Description

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Our innovative and growing company is hiring for a manager, program 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 manager, program compliance

- Research, analyze, interpret, evaluate and monitor the operational impact of regulatory requirements
- Vigilant in the ongoing review of evolving regulations to identify and communicate potential areas of risk to key stakeholders and identify and implement short term corrective actions long term sustainable solutions
- Data analysis to improve process automation
- Support Product classifications based on Mexican regulations
- Manage a team of compliance program and product compliance associates ensuring all internal and cross-functional stakeholders are aligned on requirements and expectations
- Drive and track progress for the Product and Strategy team against roadmap
- Articulate metrics, requirements, goals, and features to all relevant internal and external stakeholders
- Maintain up to date knowledge on regulatory changes and landscape, and communicate recommendations to the wider team to drive better decisions and planning
- Directs and oversees the development and implementation of short and long-term plans and strategies for our supplier diversity and global process implementation for procurement
- Provides recommendations to policies, plans, programs, that improve and enhance efficiencies

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- Knowledge of Equity Compensation, Deferred Compensation, SEC regulations and Schwab EquiView system
 - BS or higher degree in information systems, computer science, or related field
 - Excellent oral communication skills, with ability to communicate effectively at all levels of management, including ability to convey complex information in an accessible way
 - Proven ability to manage projects, evaluate / prioritize conflicting demands, and make decisions independently
 - Proven ability to work effectively in a policy or regulatory environment
 - Ability to analyze laws, regulations, other regulatory pronouncements and policies to develop or revise policies, procedures or programs