



Example of Senior Compliance Specialist Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a senior compliance specialist. 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 senior compliance specialist

- Effectively collect, manage and analyze information gathered during client engagements
- Assist in conducting research and developing and marketing service offerings to current and prospective clients
- Acts as an expert resource for regulatory requirements, state and federal privacy laws
- Performs periodic privacy risk assessments of business units and conducts ongoing compliance monitoring activities
- Leads, facilitates, or participates in relevant committees and work groups
- Participate in Trade or Professional Associations, such as those representing the soft drink or food industry, flavour industry, , and International Organizations related to Food Science and Regulations
- Performing ad hoc reviews/audits of laboratory operations
- Ensuring timely closure of Trackwise PRs (CAPA, Task, Followups)
- Supports in technical review of laboratory documents
- Assist with developing compliance programs and processes that are effective, efficient and sustainable

Qualifications for senior compliance specialist

- Must be able to work on a computer for up to 7.5 hours per day

- Of the following CISSP, CISA, CISM, or similar top-level certification required
- Certification of CISSP and/or CISM preferred
- Lending audit or legal research experience preferred
- Prior experience in conducting risk assessments and compliance testing preferred