



Example of Senior Compliance Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of senior compliance specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior compliance specialist

- Create, plan, and execute compliance reviews in accordance with established standards and practices including creation of compliance self-assessments to meet regulatory requirements and provide reports identifying compliance technical exceptions for reporting to Senior Management and the Board
- Develop internal positions for emerging regulatory issues
- Coordinate reliability activities by participating in NERC or other Regional Entity regulatory forums
- Travel to various facilities as needed to review processes, records, conduct audits, consult with staff
- Organizes and maintains department databases and files on integrated pharmacy legal subjects including pharmacy and agency licenses
- Preparing and submitting license applications, technical assistance agreements and other requests for licenses and approvals to the State Department and Commerce Department
- Analysis, Consulting and Implementation
- Develops clear and accurate compliance communications presenting technical and complex information to support development of Customer, Client, Claim and Call procedures to effectively administer requirements
- Implements highly complex regulatory requirements with broad implications and impacts to Global Health Benefits Operations and customers
- Writes business requirements and provides compliance expertise for

Qualifications for senior compliance specialist

- Experience with CMMS/EAM (i.e., Infor EAM, Maximo, SAP)
- Compliance experience in the health care insurance industry required
- Ability to successfully work across multiple matrix partners to deliver results
- Creative thinker able to capture and document state and federal regulations nuances
- Ability to interpret complex legal language to identify business impacts
- Minimum of five years of Investment Adviser Compliance experience