



Example of Specialist, Compliance Job Description

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

Responsibilities for specialist, compliance

- Provides administrative and organizational support to the Licensing & Registration Manager
- Other projects and duties may be assigned
- Preparation of exception reports and maintenance of exception logs
- Collects and reports the daily operations metrics to provide Operations management with the status on potential service issues
- Participates in operations weekly calls to share information, seek help with issue resolution, and share best practices
- Responds to employee questions on work and personal issues to ensure employee needs are met
- Escalates any operational / employee issues for resolution as required to the supervisor
- Serves as point of contact for customer requests to efficiently meet customer needs
- Coordinates the efforts to implement plans to correct potential service failures in the operation
- Supports the implementation of training programs and materials to train RA and internal clients on SOPs, work instructions, and regulatory topics

Qualifications for specialist, compliance

- Able and willing to obtain a Transportation Worker's identification card
- Able and willing to work in refining or chemical processing plant sites

- Candidate must possess at least a Bachelor's Degree, Audit / Finance / Business or equivalent
- Proficiency in English (written & spoken) and local language
- At least 5 years relevant experience in General Business, Audit, Finance, Accountancy or in major regulated industry