

Elite Support

<https://elitesupport.org/job/compliance-officer/>

Compliance Officer

JOB SUMMARY:

Responsible for overseeing the organization's compliance with government laws and regulations. Your duties will include coordinating with company management to identify potential risks, implementing policies and procedures to uphold laws and regulations and monitoring the company's adherence to those policies and procedures.

Specific Duties

1. Develop internal company policies and see that they are respected.
2. Make sure the organization has a clearly defined program for complying with the Regional Centers, California State and Country laws.
3. Constantly report to management concerning the organization's compliance with laws and regulations.
4. Take action in dealing with noncompliance situations, creating realistic plans to overcome them.
5. Conduct regular audits to identify potential weaknesses and noncompliance situations.
6. Communicate with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations.
7. Perform any other duties as required by management.

Qualifications

- Bilingual – English and Spanish preferred
- Excellent writing skills
- Must be proficient in Excel, Word, and Access
- Must have strong data base management experience
- Must be detailed oriented in Record Keeping
- Must be able to multi-task
- Ability to handle a fast paced work environment
- Ability to self-manage and prioritize
- Must be very resourceful
- Must be reliable and punctual
- Able to work overtime if necessary
- Must be proactive
- Strong interpersonal and problem solving skills

Education

Bachelor's degree in business management, law, finance, business administration or any other relevant field.

Experience

Should have at least three to five years' work experience managing risks and ensuring compliance with laws and regulations.

Requirements

- Must have a Valid Driver's License and Vehicle Insurance per CA requirements
- Must have a Vehicle that is reliable in good working condition
- Must be able to work a flexible schedule and adapt to schedule changes
- Must be able to pass fingerprint background clearance

Hiring organization

Elite Support

Employment Type

Full-time

Working Hours

Full-time (40.00 Hours per Week)

Date posted

May 21, 2023

- Health Screening (Physical) dated within 1 year from hire date
- Negative TB test screening dated within 1 year from hire date
- Current CPR and First aid training with documentation