**Compliance Paralegal Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Compliance Paralegal to develop and implement a company’s ethics and compliance programs in a confidential and confident manner.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Conduct an audit of delegates ensuring compliance with regulations and controls by examining and analyzing records, reports, operating practices, policies, and documentation; recommending opportunities to strengthen the internal control structure
* Develop and write audit tools, audit work papers, and memorandums
* Manage multiple compliance audits and projects
* May mentor, train, or act as a technical resource to team members
* May serve as the lead for client-specific, product and enterprise initiatives that require regulatory filings action/feedback. Communicates audit process and findings by preparing reports, providing information in meetings to leadership or committee
* Self-monitors due dates in order to meet internal and external regulatory deadlines
* Conduct regulatory research
* Represent completed audits, compliance issues impacting applicable audits conducted.
* Respond to questions relating to audits, research, and emerging legislation
* Promote delegation oversight initiatives with external and internal decision-makers over multiple compliance functional areas
* Provides expert knowledge and guidance around delegation oversight requirements and standards
* Collaborate with downstream entities delegates on ways to improve adherence to regulatory requirements
* Perform follow-up audits as required to assess improvement on previous non-compliant findings. Some travel may be required

### About you

* Associates degree in a related field
* [insert number] years of related work experience in compliance or legal support, preferably in consumer product goods
* Paralegal experience preferred
* Project or program management experience a plus
* Experience in the development of new audit tools and/or audit work papers
* Proven ability to manage multiple priorities/systems/functional areas
* Excellent customer service skills.
* Project Management experience
* Strong analytical skills. Strong written and verbal communication skills

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]