



Compliance Coordinator

The Compliance Coordinator position is responsible for ensuring that the company is in compliance with relevant regulations, Service Level Agreements and standards. This position works in conjunction with the Compliance Manager, team, and internal stakeholders to drive common and compliant processes across the organization

Essential Functions

- Responsible for periodic second line of auditing functions including creating reports, processing spreadsheets and completing quality control testing.
- Assists with the development of policy, procedure, process documentation through discussions with internal stakeholders, development of current/optimum processes and controls, and documentation writing.
- Calibrates the Compliance Management System through regular review of documentation to ensure that written process and control match current business practices.
- Assists with client, internal and external auditing through the collection of information, documentation and forms.
- Limited travel

Education and Experience

- 3+ years in office environment with proficiency in Microsoft Office Suite software
- Compliance related training and experience a plus
- Superior writing skills with emphasis on procedure and policy documentation
- Strong oral communications
- Previous experience indicative of high degree of organization and detail, with demonstrated success in juggling multiple assignments and ability to meet deadlines even with shifting priorities
- Able to sift through complex material to extract and organize relevant information for documentation purposes
- Work and academic record reflects high motivation for success working both independently and part of a team
- Bachelor's degree preferred

Location Services is the nation's only vertically integrated provider of end-to-end recovery, skip tracing, LPR, locksmith and transportation services within the automotive industry. We deliver more than just our services. Our strong drive for building relationships with our client and

vendor partners is evident in our business operations and culture. Our dedicated staff caters to our client's SLA needs with integrity and commitment.

Location Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.