



Compliance Assistant

State and Federal Communications, Inc., an Akron-based research, publishing, and consulting company, with national presence, seeks a dynamic, well-organized professional to join our team as a Compliance Assistant.

The **Compliance Assistant** will report to the Associate Director of Compliance Services and is responsible for providing exemplary, high quality administrative services to the Compliance Consulting Department. This is a full-time, non-exempt position that will include the following tasks:

Responsibilities:

- Process all incoming information by entering and verifying client registration and reporting notes in the database.
- Prepare report and registration draft packets as needed.
- Draft and send all monthly activity contacts with worksheets to clients.
- Review the master list to ensure all necessary reports and registrations have been filed and properly documented.
- Assist in communications to the clients and staff regarding compliance issues.
- Manage the physical filing cabinets through retrieving information for colleagues and ensuring new and existing files are in their proper locations.
- Photocopy outgoing documents for inclusion in the client files. Ensure all outgoing packages are sent.
- Monitor all active FedEx packages. Maintain and distribute the daily tracking information.
- Assist in loading new ALERTS clients into the database.
- Communicate necessary information to supervisor in a timely manner.
- Assist with special projects, as needed.
- Proofread all materials.

Other Related Responsibilities:

- Ensure that all confidential proprietary information is secure.
- Think proactively and provide solutions.
- Maintain a professional attitude regarding the company, co-workers, and position.
- Represent the company in a professional manner in all situations.
- Represent the company in conferences as requested.
- Complete timesheets and necessary documents in a timely and accurate manner.
- Take advantage of professional development opportunities.
- Provide support with general office administrative duties.
- Offer suggestions for improvements to systems and procedures.
- Participate in the company's digital media/communications programs.
- Perform other duties as seen appropriate by supervisor.

Preferred Skills, Knowledge, and Abilities:

- Exceptional written and verbal communications
- Possess the ability to work in a fast paced, fluid work environment with tact and diplomacy
- Proficient in Word, Excel, PowerPoint, and Outlook—Must have used this software in the past year
- College degree preferred

Competitive salary and benefit package including company-paid medical, dental, and vision insurance, 401K, short and long-term disability insurance, life insurance, Flexible Spending Account Plan, a generous annual PTO benefit, company-paid parking, professional development, and opportunities for a partial work from home schedule. To be considered, e-mail resume and salary requirements to hr@stateandfed.com.