



Position Title: SPECIAL PROJECTS

Department: COMPLIANCE

Reports to: CHIEF EXECUTIVE OFFICER (CEO)

This position is ☒ Non-Exempt ☐ Exempt**1. General Summary**

The Special Projects accomplishes project objectives by planning project activities; evaluating implementation and progress of project. He/She acts as the head of Compliance and ensures that company's policies and rules are in line with regulatory and ethical standards, regardless of whether government or a company's executive management established standards. Conducts audits and makes recommendations that will keep the company from undergoing legal struggles or facing other difficulties due to non-compliance issues.

2. Essential Job Duties

- 2.1 Achieves operational objectives by contributing information and recommendations to strategic plans and reviews.
- 2.2 Prepares and completes action plans.
- 2.3 Implements production, productivity, quality, and customer-service standards.
- 2.4 Resolves problems, completes audits, identifies trends, determines system improvements, and implements change.
- 2.5 Enhances department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- 2.6 Meets financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- 2.7 Periodically conducts audits and reviews to ensure execution of compliance standards
- 2.8 When compliance problems arise, conducts investigations to discover the roots of the issue
- 2.9 Stays informed about environmental standards and makes sure a company operates within those standards
- 2.10 Oversees writing and distribution of documents that educate others on how to improve compliance
- 2.11 Fills out and files reports with various compliance agencies
- 2.12 Examines and improves auditing processes to prevent compliance issues or resolve them in a timely manner
- 2.13 Strives not only to meet compliance standards, but also to exceed them for peak operating efficiency
- 2.14 Consults with attorneys and other professionals on compliance matters
- 2.15 Spearheads and helps to design programs that improve compliance in environmental, ethical, and other areas
- 2.16 Demonstrates knowledge of ethical employment standards set out by the law and corporate regulations

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. Capabilities

- 3.1 Excellent root cause analysis and problem-solving skills;
- 3.2 Excellent team management and interacting skills;
- 3.3 Must be proficient in Microsoft Applications;
- 3.4 Has an excellent oral and written communication skill;
- 3.5 With good analytical skills and has proven ability to work under pressure;
- 3.6 Ability to deal with all levels of people in the organization;
- 3.7 Project and process management;
- 3.8 Negotiation skills;
- 3.9 Budget development and tracking

4. Education

- 4.1 Bachelor's degree in project management, business administration, or related field
- 4.2 MBA preferred



5. Experience

5.1 Two to three years' experience as project manager

	0-24%	25-49%	50-74%	75-100%		0-24%	25-49%	50-74%	75-100%
Lifting/Carrying					Twisting/Turning				
Under 10 lbs.	X				Reach over shoulder				
11-20 lbs.					Reach over head				
21-50 lbs.					Reach outward				
51-100 lbs.					Climb				
Over 100 lbs.					Crawl				
					Kneel				
Pushing/Pulling					Squat				
Under 10 lbs.					Sit				X
11-20 lbs.					Walk-Normal Surfaces				X
21-50 lbs.					Walk-Uneven Surfaces	X			
51-100 lbs.					Walk-Slippery Surfaces		X		
Over 100 lbs.					Stand	X			
					Bend				
Driving									
Automatic Trans				X	Other				
Standard Trans	X				Keyboard/Ten Key				X
					Fingering (fine dexterity)		X		
					Handling (grasping, holding)	X			