



INTERNAL EMPLOYMENT POSTING

Job Title: Compliance Administrator

21-008

Department/Work Area: 710000 - QUALITY ASSURANCE

Overland Park, KS

This position works under the direction of the SVP of Quality, Risk Management and Compliance to perform a variety of professional administrative tasks in support of the processes, activities and procedures required to achieve and maintain compliance with external and internal regulations and controls. In this role, you can stretch and grow with the organization as you learn our business. The successful candidate will be an incredibly organized, efficient, and helpful individual with an enthusiastic attitude and strong work ethic.

Duties and Responsibilities:

- Creates, collects and maintains compliance related data or records that are accurate, complete, and satisfy internal and Corporate requirements.

- Interacts with other departments and external parties to ensure compliance and prevent conflicts among various agreements, activities, and processes.

- Manage compliance library, both physical and electronic.

- Identify issues and proactively offer solutions

- Take pride in doing a job well and strive to deliver a high caliber work product

- Participates and contributes in the Continuous Improvement Team process.

- Adherence to company policies and procedures.

Education / Experience:

- Bachelor's degree preferred, associate degree or equivalent experience required.

- Prior experience working in office environment desired.

- Advanced proficiency of MSOffice.

- Strong written and verbal communication skills.

Physical / Mental Demands

- Vision sufficiently correctable for reading printed material or computer monitors. Finger dexterity for computer typing and other computer related tasks. Good hearing and clear speaking voice for telephone communication.

- Sharp mental skills for retention of various contract elements. Ability to adapt to changing priorities.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Any employee interested in this position may submit a Request for Position Consideration. This form can be obtained from Human Resources.

Alicia Worthey, Human Resources Director