

# Compliance Managers

**Description:** Plan, direct, or coordinate activities of an organization to ensure compliance with ethical or regulatory standards.

## Core Duties

**Important Core Job Duties** (in order of importance)

How can you build experience and skill doing these? This will help now, to begin preparing for this type of occupation.

Importance (%)	Description
100 (%)	Discuss emerging compliance issues to ensure that management and employees are informed about compliance reporting systems, policies, and practices.
98 (%)	Provide employee training on compliance related topics, policies, or procedures.
96 (%)	Identify compliance issues that require follow-up or investigation.
94 (%)	Keep informed regarding pending industry changes, trends, or best practices.
92 (%)	Maintain documentation of compliance activities, such as complaints received or investigation outcomes.

## Supplemental Duties

**Important Supplemental Job Duties** (in order of importance)

How can you build experience and skill doing these? This will help now, to begin preparing for this type of occupation.

Importance (%)	Description
56 (%)	Develop risk management strategies based on assessment of product, compliance, or operational risks.
56 (%)	Oversee internal reporting systems, such as corporate compliance hotlines.
54 (%)	Advise technical professionals on the development or use of environmental compliance or reporting tools.
53 (%)	Verify that software technology is in place to adequately provide oversight and monitoring in all required areas.
43 (%)	Review or modify policies or operating guidelines to comply with changes to environmental standards or regulations.

## Specific Work Activities

**Important Specific Work Activities**

How can you begin to build experience and skill doing these? This will help now, to begin preparing for this type of occupation. Specific Work Activities appear below:

- Advise others on business or operational matters.
- Advise others on legal or regulatory compliance matters.
- Analyze risks to minimize losses or damages.
- Communicate organizational policies and procedures.
- Communicate with government agencies.
- Conduct employee training programs.
- Conduct environmental audits.
- Conduct financial or regulatory audits.
- Confer with organizational members to accomplish work activities.
- Coordinate reporting or editing activities.
- Determine operational compliance with regulations or standards.
- Develop computer or information systems.
- Develop emergency response plans or procedures.
- Develop operating strategies, plans, or procedures.
- Develop organizational policies or programs.
- Develop sustainable organizational policies or practices.
- Evaluate green operations or programs for compliance with standards or regulations.
- Examine marketing materials to ensure compliance with policies or regulations.

- Implement organizational process or policy changes.
- Liaise between departments or other groups to improve function or communication.
- Maintain knowledge of current developments in area of expertise.
- Maintain regulatory or compliance documentation.
- Manage control system activities in organizations.
- Manage environmental sustainability projects.
- Monitor organizational compliance with regulations.
- Monitor organizational procedures to ensure proper functioning.
- Prepare reports related to compliance matters.
- Stay informed about current developments in field of specialization.
- Update knowledge about emerging industry or technology trends.
- Verify accuracy of records.

## Education Required

**Education Required** - by frequency of educational attainment

This shows you details about how much education you will probably need to obtain a job.

Frequency of Attainment (%)	Level of Education
63 (%)	Bachelor's Degree
14 (%)	Master's Degree
9 (%)	High School Diploma - or the equivalent (for example, GED)

## Work Experience Required

**Work Experience Required** - by frequency of work experience attainment

This shows you details about how much related work experience you will probably need to obtain a job.

Frequency of Attainment (%)	Level of Work Experience
43 (%)	Over 2 years, up to and including 4 years
18 (%)	Over 4 years, up to and including 6 years
13 (%)	None

## Local Salary Information

[Local Salary Information for "Compliance Managers"](#) 

## Certifications

[Certifications for "Compliance Managers"](#) 

## Find a Job

**Find a Job** - Online Job Search Engine Links

[Indeed Job Search for "Compliance Manager"](#) 

[LinkedIn Job Search for "Compliance Manager"](#) 

[Monster Job Search for "Compliance Manager"](#) 

## Similar Job Titles

**Similar Job Titles** - These are similar occupational titles with links to find a job (for each)

[Indeed Job Search for "Accreditation Lieutenant"](#) 

[Indeed Job Search for "Accreditation Manager"](#) 

[Indeed Job Search for "Audit Manager"](#) 

[Indeed Job Search for "Compliance Director"](#)   
[Indeed Job Search for "Compliance Manager"](#)   
[Indeed Job Search for "Compliance Operations Manager"](#)   
[Indeed Job Search for "Compliance Program Manager"](#)   
[Indeed Job Search for "Environmental Health and Safety Director"](#)   
[Indeed Job Search for "Environmental Manager"](#)   
[Indeed Job Search for "Environmental Program Manager"](#)   
[Indeed Job Search for "Ethics Manager"](#)   
[Indeed Job Search for "Health, Safety, and Environmental Manager \(HSE Manager\)"](#)   
[Indeed Job Search for "Privacy Compliance Manager"](#)   
[Indeed Job Search for "Regulatory Compliance Director"](#)   
[Indeed Job Search for "Regulatory Compliance Manager"](#)   
[Indeed Job Search for "Risk Manager"](#)   
[Indeed Job Search for "Safety Manager"](#) 

## Web Resources - Compliance Managers

This section contains detailed web resources appropriate to "Compliance Managers". They are designed to help you prepare to get a job.

### Resumes

Here are resources that allow you to see example resumes for this occupation. It may be helpful to see examples from others who have this type of experience.

[Learn About Being a Compliance Manager | Indeed.com](#)

<https://www.indeed.com/career.../what-does-a-compliance-manager-do>

**Compliance managers** often begin their careers in an entry-level position, learning the laws and regulations of their industry. For training, **compliance managers** ...

[United States Air Force Compliance Managers - Resumes](#)

<https://online.resumehelp.com/+resumes+compliance-managers+united-states-air-force+4065003>

Check out **Compliance Managers** resume sample with summary, skills, and experience currently employed at United States Air Force. Use this resume as a ...

[Compliance Manager Resume Examples | JobHero](#)

<https://www.jobhero.com/resume/examples/compliance/manager>

Each resume is hand-picked from our large database of real **resumes**. ... **Compliance Managers** make sure the organization they work for is aware of current ...

[Compliance Manager Resume Examples and Tips - Zippia](#)

<https://www.zipppia.com/compliance-manager-jobs/resume/>

At Zippia, we went through over 8,744 Compliance Manager **resumes** and compiled some ... Here are some examples from different **Compliance Managers**: ...

[How to write an outstanding compliance resume | eFinancialCareers](#)

<https://news.efinancialcareers.com/.../how-to-write-the-perfect-compliance-cv>

Aug 15, 2017 ... "Retention is a major issue for **compliance managers**," explains the ... banks like **resumes** that show a strong understanding of local regulations.

[Digital Compliance Manager Job in Charlotte, NC | Truist](#)

<https://careers.truist.com/ShowJob/Id/872673/Digital-Compliance-Manager/>

Feb 14, 2020 ... engagement with other **compliance managers**, business managers, ... from Truist's Talent Acquisition Group Manager to submit **resumes**, and ...

[Environmental Compliance Managers Resume Example United ...](#)

<https://www.livecareer.com/.../environmental-compliance-managers-11e3199c98b64d8c95ee2d05d2d862de>

Explore the different sections of our Environmental **Compliance Managers** Resume Example. Follow our advice and take the right approach during your next job ...

[Career information for Compliance Managers | mySkills myFuture ...](#)

<https://www.myskillsmyfuture.org/OccupationDetails.aspx?...>

Find career information for **Compliance Managers**. View salaries ... **Compliance Managers**. District Of Columbia ... Salary Info · **Resumes** + Applications.

[Regulatory Control Consultant 2 Job in Atlanta, GA | Truist](#)

<https://careers.truist.com/ShowJob/Id/.../Regulatory-Control-Consultant-2/>

Feb 14, 2020 ... engagement with other **compliance managers**, business managers, ... Truist will not accept unsolicited **resumes** from any source other than ...

[Environmental Compliance Officer Resume Example United States ...](#)

<https://www.livecareer.com/.../environmental-compliance-officer-645c75ff891e4885b87bd3234af39bf0>

Similar **Resumes**. View All · **Environmental-Compliance-Managers-resume- sample**. **Environmental Compliance Managers**. United States Army Schofield ...

## Job Descriptions

Here are resources that provide job descriptions, which are vital for resume and interview preparation.

[Hot Jobs: What Does It Take to Be a Compliance Manager? | Robert ...](#)

<https://www.roberthalf.com/.../hot-jobs-what-does-it-take-to-be-a-compliance-manager>

Sep 29, 2015 ... Leadership experience. **Compliance managers** are usually responsible for managing one or more compliance analysts as well as consultants ...

[What Do Compliance Managers Do \(including Their Typical Day At ...](#)

<https://www.owlguru.com/career/compliance-managers/job-description/>

Jul 27, 2020 ... **Job Description**. **Compliance Managers** plan, direct, or coordinate activities of an organization to ensure compliance with ethical or regulatory ...

[Learn About Being a Compliance Manager | Indeed.com](#)

<https://www.indeed.com/career.../what-does-a-compliance-manager-do>

**Compliance managers** often begin their careers in an entry-level position, learning the laws and regulations of their industry. For training, **compliance managers** ...

[What does a compliance manager do? - CareerExplorer](#)

<https://www.careerexplorer.com/careers/compliance-manager/>

**Compliance managers** keep the legal and ethical integrity of a company intact through policy enforcement and program planning. They make sure all ...

[Regulatory Compliance Manager: Job Description, Salary & Training](#)

[https://study.com/.../regulatory\\_compliance\\_manager\\_job\\_description\\_salary\\_training.html](https://study.com/.../regulatory_compliance_manager_job_description_salary_training.html)

May 31, 2020 ... Specific job responsibilities for regulatory **compliance managers** depend on their industry. General job duties can include submitting compliance ...

[How to Become a Regulatory Compliance Manager ...](#)

<https://www.environmentalscience.org/.../regulatory-compliance-manager>

Learn about the career potential of regulatory **compliance managers**; salary and education. ... Regulatory Compliance Manager Jobs & **Job Description** ...

[Compliance Managers :: Job Description](#)

<https://www.myplan.com/.../compliance-managers/description-11-9199.02.html>

**Compliance Managers**. Summary | Description | Requirements | Salaries | Employment | Community · Careers / **Compliance Managers** ... [Compliance Managers Job Description, Duties & Salary | Vault.com](#)

<https://www.vault.com/industries-professions/.../c/compliance-managers>

**Compliance managers** make sure that companies are operating in compliance with government and industry regulations and standards. They work closely with ...

[Compliance Manager job description template | TalentLyft](#)

<https://www.talentlyft.com/en/.../compliance-manager-job-description>

In order to attract **Compliance Managers** that best match your needs, it is very important to write a clear and precise Compliance Manager **job description**.

[The Responsibilities of a Compliance Manager | Reciprocity](#)

<https://reciprocitylabs.com/the-responsibilities-of-a-compliance-manager/>

Apr 4, 2019 ... What is a compliance manager **job description**? ... Thus, **compliance managers** need to know how to implement a variety of controls required by ...

## Interviews

There are many great resources that can help guide you through the interview process. These links provide help in preparing and performing an effective interview, specific to this occupation.

[Learn About Being a Compliance Manager | Indeed.com](#)

<https://www.indeed.com/career.../what-does-a-compliance-manager-do>

**Compliance managers** often begin their careers in an entry-level position, learning the laws and regulations of their industry. For training, **compliance managers** ...

[Structured Interview Questions for Compliance Managers](#)

<https://www.reginfo.gov/public/do/DownloadDocument?objectID...>

File Format: PDF/Adobe Acrobat

Structured **Interview** Questions for **Compliance Managers**. In order to build its knowledge base on compliance costs and other effects of existing and potential.

[5 Compliance Manager Interview Questions and Answers](#)

<https://www.indeed.com/hire/interview-questions/compliance-manager>

**Compliance managers** have to ensure the rules are followed. How do you handle situations with the employee when you have to tell them that they are violating ...

[Compliance Manager Interview Questions Template](#)

<https://resources.workable.com/compliance-manager-interview-questions>

Compliance Manager **Interview** Questions. **Compliance managers** work proactively to preserve adherence to the law and internal policies. They're found in a ...

**Interview:** [Anne O'Neill-Mathias, Head of Ethics and Compliance ...](#)

<https://www.mendeley.com/.../interview-anne-o-neill-mathias-head-of-ethics-and-compliance-roche-pharmaceuticals-/>

Nov 21, 2017 ... **Interview:** Anne O'Neill-Mathias, Head of Ethics and Compliance, Roche Pharmaceuticals - read this article along with other careers ...

[Compliance Analyst Interview Questions](#)

<https://www.betterteam.com/compliance-analyst-interview-questions>

Apr 6, 2020 ... Also known as **Compliance Managers**, Compliance Analysts evaluate, implement, and enact policies toward ensuring an organization's ...

[PRISONS & JAILS PREA AUDIT PREA Compliance Man\\_Coord ...](#)

[https://www.prearesourcecenter.org/.../prisons\\_jails\\_prea\\_audit\\_prea\\_compliance\\_man\\_coord\\_protocol\\_final.pdf](https://www.prearesourcecenter.org/.../prisons_jails_prea_audit_prea_compliance_man_coord_protocol_final.pdf)

File Format: PDF/Adobe Acrobat

Apr 18, 2014 ... PREA AUDIT INSTRUMENT - **INTERVIEW** GUIDE FOR PREA **COMPLIANCE MANAGERS** & PREA COORDINATOR 1. PREA COMPLIANCE ...

[Compliance Manager Interview Questions - Breezy HR](#)

<https://breezy.hr/resources/interview-questions/compliance-manager>

Compliance Manager **Interview** Questions for more structured interviews for your HR / Legal ... **Compliance managers** make sure everyone sticks to the law.

[Compliance Manager Interview Questions](#)

<https://www.betterteam.com/compliance-manager-interview-questions>

Apr 6, 2020 ... **Compliance Managers** ensure a company's activities and processes adhere to the law and internal policies. They stay up-to-date with changing ...

[Compliance Manager Interview Questions](#)

<https://glider.ai/resources/.../hr.../compliance-manager-interview-questions>

**Compliance Managers** work carefully to follow the law and internal policies. They are employed in a huge range of industries like healthcare and finance. Strong ...