



A CANCOM COMPANY

Compliance Administrator

We are now recruiting for a Compliance Administrator to join our busy team, based in our St Ives Office, to assist the Compliance Team with tasks related to our Compliance certifications and accreditations.

Key Responsibilities:

After full training by our compliance team, responsibilities will include, but will not be limited to:

- Multiple supplier administration tasks such as tracking renewal dates, obtaining contract renewal paperwork/insurance details and proof of maintenance work as well as quality checking these documents.
- Customer administration tasks such as tracking renewal dates, obtaining contract renewal paperwork and updating records.
- License administration such as tracking renewal dates, obtaining contract renewal paperwork, obtaining internal approval / PO's, updating of records as well as quality checking these documents.
- Submission of monthly software usage reports using information provided to you.
- Quality checking and reporting on 'out of hours' calls to ensure they have been handled effectively.
- Regular auditing of employee assets.
- Quality checking of policies and procedures, looking for ways in which we can continually improve.
- Other adhoc compliance tasks as required – No day is the same, allowing for varied work and career progression by continually learning new skills.

Skills and Experience:

- Previous experience of working in a similar administration role is highly desirable, but not essential;
- Excellent communication skills, both written and verbal;
- Strong attention to detail;
- Strong passion for quality and accuracy;
- Excellent administrative and organisational skills;
- Proficient in Microsoft Office with strong Excel knowledge;
- Ability to multitask, work under pressure and manage own task list;
- Team player – understands the importance of collaborative working.

Location: Based from our office in St Ives or OCSL Headquarters at Wisborough Green, with occasional travel to St Ives.

Hours: Monday to Friday 8.30am to 5.00pm (37.5 hours per week).

Salary: Up to £23,000 depending on experience and skills.

Start date: ASAP

Benefits & Perks:

Includes: 25 days annual leave, life assurance, healthcare cash plan, employee assistance programme, on-line discounts & savings platform, free fruit, spot bonus scheme, recruitment bounty scheme, dress down Friday, Fundraising and a Sports & Social club.

Additional Information:

- Must have the right to live and work in the UK;
- Any offer would be conditional upon the successful candidate passing a full DBS national security vetting process - compliance to ISO27001, ISO27018, ISO22301, ISO20000 and ISO9001 is essential to our business. Quality, IT Service Management and Information security awareness, education and training are given regularly.



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Due to the nature of work carried out by OCSL, the company runs background verification checks in line with the Baseline Personnel Security Standard (BPSS) on potential candidates prior to, and throughout, employment. This is to ensure candidates are suitable for the position they have applied for, taking into consideration the sensitivity of the businesses processes and therefore the trust involved. OCSL treats all applicants who have a criminal record fairly and do not discriminate unfairly on the basis of conviction or other information revealed.

To Apply:

Please include a covering letter (which includes salary expectations) along with your CV outlining the skills and experience that make you the ideal candidate for this position.

Think you'd fit in? Surprise us at careers@ocsl.co.uk.

We look forward to hearing from you!

About us

Join us at the forefront. Put your talent to the test. Make leaps in your field. We are a creative, collaborative place, delivering transformative results with remarkable technology for remarkable clients daily. Working here is challenging, rewarding and exciting. We welcome adaptable, enterprising professionals and invest heavily in their development.