

COMPLIANCE ANALYST

SUMMARY OF JOB FUNCTIONS:

Reporting to the Vice President/Chief Compliance Officer, the Compliance Analyst is responsible for maintaining Compliance policies and procedures, working to help ensure the Company remains in compliance with industry specifications, standards, regulations and laws.

RESPONSIBILITIES:

- Conduct compliance assessments for regulatory business requirements, processes and risks; ensure necessary certification and audit controls are assessed; provide direction on any deficiencies detected.
- Coordinate and perform risk assessment, monitoring, and testing activities to ensure adherence to internal compliance policy and regulatory requirements.
- Identify material regulatory risks, escalating material compliance risks to management to ensure prompt and appropriate resolution.
- Investigate, review, and prepare responses related to complaints, investigations and regulatory inquiries. Assist the business with responses to communications covering compliance issues.
- Administration of Compliance Management System (Ethidex), including annual audit and validation of assignment/profile management, training for users, compliance reporting, responding to inquiries, and liaising with vendor.
- Manage technical process for Operational and Compliance Audit Program, including database development, liaising with partners, validating requirements, and working with stakeholders to ensure objectives are met on an ongoing basis.
- Assist in the development, maintenance and implementation of compliance policies and procedures; and provide recommendations for the enhancement of compliance policies and procedures.
- Coordinate and plan compliance initiatives, i.e. quarterly compliance bulletins
- Develop and maintain knowledge of all regulatory requirements and applicable laws and regulations impacting Old Republic Canada's business.
- Identify and recommend improvements to existing compliance systems, procedures, forms, and workflows.
- Hybrid work schedule.

MINIMUM QUALIFICATIONS

Education/Experience:

- Post-Secondary degree in business or related program and/or related business and systems experience
- Minimum of 1 year of Insurance industry experience is preferred

Skills:

- Excellent communication skills(oral and written) with the ability to communicate ideas in a clear, concise, and professional manner
- Intermediate MS Office Word and Excel skills
- Knowledge of at least one substantive area of compliance, such as insurance regulation, privacy and anti-money laundering would be an asset
- Knowledge of insurance products and procedures in various operational areas is desirable

- Working knowledge of property, casualty, life and financial products is preferred.
- Ability to understand technical documents and legal or regulatory reference materials
- Ability to provide information to a variety of audiences and deal effectively with confidential issues that are sensitive in nature
- Excellent organization and time management skills with the ability to multi-task while meeting deadlines
- Ability to interact effectively with management and counterparts in other business units
- Proven problem solving skills and independent decision making abilities
- High attention to detail and accuracy
- Professional attitude and adherence to a high ethical standard

Please apply via email to: HR@orican.com. We appreciate all interested applicants; however, only those selected for an interview will be contacted.

Old Republic Canada is an equal opportunity employer. Accommodations will be provided for qualified applicants with a disability throughout all parts of the hiring process. If you require an accommodation due to a disability, please contact HR@orican.com and we will work with you to determine an appropriate accommodation.