



Title: Compliance Analyst
Immediate Manager: Compliance Director
Direct Reports: N/A
Job Classification: Exempt
Budget Responsibilities: N/A
Location: Las Vegas, NV

The Opportunity

The Compliance Analyst is responsible for providing direct support to the Compliance Director with maintaining legal and regulatory compliance.

Responsibilities

- Proactively researches policy violations on social media platforms.
- Researches and documents unacceptable listings on online sales platforms.
- Documents policy infractions, especially medical and income claims.
- Responsible for the management of compliance alerts.
- Communicates policy violations to the field, when necessary.
- Provides assistance with marketing requests, when necessary.
- Assures the company's visibility.
- Protects the qualifications for earning commissions and maintains the integrity of the compensation system.
- Works with independent affiliates to protect company brand.
- Marketing reviews for independent affiliates.
- Online audits to remove prohibited product listings.
- Supports fulfillment and service standards.
- Upholds company culture and engenders trust and confidence.
- Anticipates and protects the company and its Affiliates against liabilities and exposure.
- Receives and processes affiliate grievances and complaints.
- Assists affiliate inquires and answers questions through policy interpretation and application.
- Reviews the testimonial process and implements guidelines for delivery of a clean testimonial.
- Administers formal grievances and field complaints with the assistance of the legal team.
- Receives and process escalated inquiries and grievances according to the defined process and in support of the company.
- Complies with state and federal regulations.
- Ensures that all organization activities are carried out in compliance with local, state and federal regulations and laws governing business operations.
- Provides feedback on the efficiency of the customer service process.
- Communicates effectively with co-workers other departments.
- Participates in professional development activities and all staff meetings.
- Safeguards proprietary information.
- Follows departmental and company policies.
- Performs other job duties as assigned.



Qualifications

- Must have high school diploma.
- Previous experience in a compliance role is preferred.
- Experience in an MLM or direct selling company compliance preferred.
- Excellent decision making and problem-solving skills.
- Highly developed sense of integrity and commitment to customer satisfaction.
- Display consistent professionalism.
- Demonstrate extreme attention to detail.
- Excellent work ethic.
- Must be a team player.

What You'll Love About Us:

Great Company Culture: We're the anti-corporate corporate! We value people, health, and great products and are dedicated to our MDC | HempWorx family of employees!

Quality Products: Recognized as the Good Guys and as one of the fastest growing CBD companies in the US according to FORBES.(2019) <https://www.forbes.com/sites/bethkaiserman/2019/03/24/hemp-authority-seal-cbd-products/#d4d9d1865f07>

Work that Stays at Work: Genuine work/life balance served here!

Work/Life balance: We have generous paid days off so you can always come to work rested and invigorated!

Health Benefits: Medical, dental and vision.

Empower your future: Customer Care is just the start! We're dedicated to providing the training, experience, and development to ensure that you have a long and rewarding career with us - focusing on hiring and promoting internally and maintaining a clear career path for all our employees.

Signature: _____

Print Name: _____

Date: _____