



## Compliance Administrator (AUS)

**Role Type:** Part Time, Contractor

**Location:** Remote, AUS based

**Description:** Are you a stickler for the rules? When you hear the word “regulation” do you think of the duration of a soccer game or do you think of the law? If your answer is “the law”, we may have just the role for you! As Compliance Administrator, you will be responsible for ensuring that we’re playing by the rules by being the watchdog to be certain the company’s policies and practices comply with external regulatory requirements, and are being adhered to internally.

**About Us:** Global Affiliate Zone operates with the vision and mission to create the most educated and successful internet marketers in the world. We provide education, mentorship and a community in order to be able to provide our members with results when it comes to starting and growing their own internet marketing business.

### Essential Requirements & Responsibilities:

- Continually review, assess and conduct routine audits of sales, marketing and educational materials to ensure compliance with applicable regulations
- Support development and implementation of compliant policies and procedures and monitor company activities for adherence to same
- Identify risks and non-conformity issues and support the company in implementing or refining its practices as needed to reduce risk
- Evaluate efficiency of controls and quality assurance process with a focus on continuous improvement
- Develop and implement compliance training for team members, volunteers and affiliate base

### Qualifications & Experience:

- Minimum of 3 years experience working in a role with a focus on compliance, legal or regulatory requirements
- Excellent comprehension, verbal and written communication skills are key
- Must be highly detail, process and technology oriented
- Experience working across multiple operational, project management and communication tools (*We use Google, Slack, Monday, and our proprietary internal software for starters, along with a multitude of other platforms, so the ability to master any system even if you haven’t used it before is a plus!*)
- Self starter with the ability to work both independently and collaboratively across multiple departments and with both internal and external stakeholders
- Strong sense of humility, respect and integrity

Learn more about GAZ [here!](#)