

JOB DESCRIPTION

Position Title: COMPLIANCE & OFFICE MANAGER

Reports To: Chief Executive Officer, Leisnoi

Supervises: Leisnoi, Inc. office staff

Job Status: Full-Time, Regular

FLSA Status: Exempt

Position Summary:

Ensure the Leisnoi family of companies is conducting business in full compliance with all national and international laws and regulations that pertain to operations industries, as well as professional standards, accepted business practices, and internal standards. In addition, the position oversees and organizes corporate office operations. Supports company operations by maintaining office systems and supervising staff.

The successful candidate will be a reliable professional who does not hesitate to speak their mind and stand by their decisions, even when it is challenging. The position supports Leisnoi's commitment to operating in a legal and ethical manner while maintaining the highest standards of excellence in business and successfully achieving company objectives.

Essential Functions

Compliance:

- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.
- Create reliable internal controls and monitor adherence to those objectives.
- Institutes and maintains an effective compliance communication program for the organization, including promoting (a) use of the Compliance Hotline; (b) heightened awareness of Standards of Conduct, and (c) understanding of new and existing compliance issues and related policies and procedures.
- Periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.

- Draft and revise company policies.
- Auditing of processes, practices, and documents to identify weaknesses before they become problems.
- Ability to collaborate with outside professionals and agencies.
- Form critical plans to manage crisis events or compliance violations, should they ever occur.
- Acts as an independent review and evaluation body to ensure that compliance Issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.
- Monitor, ensure compliance, filing and reporting with various government agencies such as Small Business Administration, State of Alaska, client agencies, etc.
- Assist with creation of new subsidiaries and acquire proper certifications and licenses as necessary.
- Provides reports on a regular basis, and as directed or requested, to keep senior management informed of the operation and progress of compliance efforts.
- Performs other duties as required and assigned by the CEO.

Office Management:

- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.

Job Specifications

- Knowledge of Alaska Native Corporations.
- Excellent verbal and written communication skills.
- Provide excellent customer service and maintain a professional demeanor.
- Strong organizational and time management skills.

- Excellent interpersonal skills.
- Demonstrated ability to work independently, with minimal supervision.

Qualifications/Skills/Abilities

- Bachelor's or Master's degree from accredited college, preferably in business or other related field or the equivalent in actual experience in a management role in a significant business entity.
- 5-7 years' experience in project management.
- 5+ years' experience in quality control or corporate policy auditing
- 2+ years' supervisory experience
- Knowledge of Small Business Administration 8(a) program.
- Ability to plan, conceptualize, organize, motivate and direct others in the achievement of the Company's goals and objectives.
- Proficiency in Microsoft Office suite
- Excellent organizational skills and the ability to work independently as well as a team member with minimal supervision.
- Communications skills, both oral and written; ability to understand complex issues and communicate their essence.
- Travel is required.
- Ability to work in excess of a 40-hour week, if necessary.
- Must be able to perform physical work in the field, including extensive walking, climbing, lifting and reaching.

Employee's Signature

Date

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.