**SharesVault Job Openings**

**JOB TITLE: Compliance Officer**

**REPORTS TO: CEO**

**DEPT: Compliance Division**

**SUPERVISES:** 4

JOB SUMMARY

Ensure company and investor’s all documents are with the company before registration

##### REPORTING RELATIONSHIPS

Compliance Officer reports to CEO

DUTIES & ESSENTIAL JOB FUNCTIONS

* + Ensure that full requirement checklist if followed during company signup, individual signup, inst-investor signup and verify that all empanelled vendors confirm their submitted reports.
	+ Ensure that the transactions meet transaction checklist when fulfilled
	+ Ensure that workflow in entire system is following right procedures and report any variance in writing to sr. management
	+ Suggest improvements where system can be further automated so reduce manual efforts

**QUALIFICATIONS**

Minimum HSC or Diploma holder with fluency in English, Hind and Gujarati

##### REQUIRED

* Minimum 3 years experienced person with HSC or Diploma Holder
* Fluent English communication
* Detailed oriented person

##### PREFERRED

Minimum 3 years experience