

**COMPLIANCE ANALYST (Intermediate/Senior)**

Reporting to the Assistant Vice President of Compliance, 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 regulatory compliance assessments on process and risk; ensure mitigating controls are effective and 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 regulatory risks, and escalate material compliance risks to management to ensure prompt and appropriate resolution
- Investigate, review, and prepare responses related to complaints, investigations, and regulatory inquiries.
- Aide the Compliance Analyst with administration of the Compliance Management System (Ethidex), including tracking and following up with key stakeholders to close any identified gaps in the control environment
- Manage technical processes including database development, validating requirements, and liaising with stakeholders to ensure objectives are met
- Assist in the development, maintenance, and implementation of compliance policies and procedures; providing recommendations for the enhancement of systems, policies, forms, and procedures
- Administer an effective agent/agency licensing verification program
- Coordinate and plan compliance initiatives, i.e. quality assurance, risk and control assessments, and third-party reviews
- Develop and maintain knowledge of all regulatory requirements and applicable laws and regulations impacting Old Republic Canada's business.

**QUALIFICATIONS:**

- Minimum of 3 years of work experience in one or more of the following fields: regulatory compliance, or risk management, with knowledge or exposure to insurance regulation, privacy, licensing, Ombud service, fraud detection and/or anti-money laundering
- Post-Secondary degree/diploma
- Holding and/or working toward relevant industry designation(s) is preferred
- Working knowledge of property & casualty, life, and/or financial products
- Excellent communication skills (oral and written) with the ability to communicate ideas in a concise and professional manner to a variety of audiences
- Intermediate MS Office Word and Excel skills
- Working knowledge of insurance distribution channels and products is an asset
- Awareness of provincial, territorial, and/or federal regulatory regimes and industry associations
- Ability to understand legal/regulatory reference materials
- High attention to detail and accuracy
- Knowledge of quality assurance, audit processes, and/or risk & control assessments
- Ability to deal effectively with sensitive and confidential issues
- Excellent organizational skills
- Proven problem-solving skills and independent decision-making abilities
- Professional attitude and adherence to a high ethical standard

Please submit resume and cover letter to [HR@orican.com](mailto:HR@orican.com). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Old Republic Canada is an equal opportunity employer. Accommodation 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 Human Resources and we will work with you to determine an appropriate accommodation. Applicants need to make their needs known in advance.