



Compliance Coordinator

Job Description

LOGS Legal Group LLP represents lenders in mortgage default related legal services. Our strong reputation is built upon the foundation of a unique nationwide legal, trustee and title network. Our firm is committed to quality and organizational excellence, and we are seeking professional, energetic and committed professionals.

The **Compliance Coordinator** supports and advances the ongoing maintenance and development of the enterprise Governance, Risk, and Compliance Program by performing a wide range of duties including providing administrative support to ensure the efficient operation of the department, expand department productivity, and ensure that compliance services are completed accurately and delivered with high quality in a timely manner.

Essential Duties and Responsibilities

- ☞ Monitor ticketing system for incoming requests and inquiries; process, or distribute, accordingly.
- ☞ Timely, accurately, and efficiently enter data, information, documents, and requests into a GRC software program.
- ☞ Assist with creation, management, and review of compliance documents and evidence.
- ☞ Assist with creation, maintenance, and management of questionnaire response database.
- ☞ Create, maintain, and manage an organized digital filing system.
- ☞ Review information for accuracy and completeness prior to submitting to clients.
- ☞ Retrieve and submit information to clients via a variety of methods including e-mail and client portal systems.
- ☞ Communicate professionally and effectively with clients and all levels of the organization.
- ☞ Track audit schedules and provide support to Compliance Officer(s) for all phases of audit activity.
- ☞ Update, monitor, and communicate due dates and audit calendar activities.
- ☞ Work with other divisions to assist on regulatory compliance matters and projects.
- ☞ Assist with completion of various projects within the department.
- ☞ Other duties or projects, as assigned.

Training and Experience

Associate Degree or commensurate work experience preferred.

Legal and Regulatory Compliance knowledge beneficial.

Audit experience beneficial.