COMPLIANCE SUPPORT ASSOCIATE

TechR2 is seeking a highly motivated and experienced part-time Compliance Support Associate to join our team. This individual will play a key role in organizational compliance and document/process audits/management. In addition, this role includes preparing reports and communication to leadership.

Key Responsibilities

- Management of documentation and enforcement of effective compliance program that's in place for ISO standards 27001, 14001, 9001, 45001, 20243 and 31000.
- Provides management reports by collecting, analyzing, and summarizing management information.
- Completes audit work papers and memorandums by documenting audit tests and findings.
- Meets work standards by following production, productivity, quality, and customer-service standards; resolving operational problems; and identifying work process improvements.
- Ensures compliance with regulations and controls by examining and analyzing records, reports, operating practices, and documentation; and recommending opportunities to strengthen the internal control structure.
- Responsible for document control.
- Schedule and coordinate internal audits.
- Create and deliver regular and on demand briefings to management.
- Administer the International Organization for Standardization (ISO), NIST certifications and process.

Desired Skills & Experience

- High energy, self-motivated, and meticulously organized. Ability to be successful without direct supervision.
- Excellent verbal and written communication skills to give and share information to/with co-workers, customers, and operations management to achieve optimum organizational performance.
- Pass screenings of background, drug, and federal I-9 requirements.
- Detail-oriented.
- Excellent problem-solving skills.
- Knowledge of labor laws and regulations.
- Computer literate.
- Experience with compliance operations, audits and ISO standards.

Education Required

- Bachelor's Degree preferred.

Why Join TechR2?

At TechR2, we are committed to excellence, innovation, and integrity in everything we do. Joining our team means working in an environment where compliance, quality, and continuous improvement are valued at the highest level. You'll have the opportunity to collaborate with industry experts, contribute to maintaining globally recognized ISO and NIST standards, and play a critical role in ensuring operational excellence. We invest in our people, encourage professional growth, and empower employees to make a meaningful impact on both our clients and the future of secure technology services.