JOB DESCRIPTION: Compliance Analyst

MSH INTERNATIONAL is a leading worldwide provider of expatriate health insurance solutions. We are looking for people to join us who can help to meet the needs of our large and diverse global client base.
We are currently seeking a highly motivated **Compliance Analyst** working out of our **Calgary, Alberta office**.

The **Compliance Analyst's** role within **MSH INTERNATIONAL** is to identify, assess, manage and report on the company's compliance with regulatory, legislative, contractual and risk management requirements. The **Compliance Analyst** will support the Chief Operating Officer and underwriting functions at **MSH INTERNATIONAL**, and act as the primary liaison between the Canadian operations and **MSH INTERNATIONAL**'s offices on compliance related matters. The **Compliance Analyst** will be responsible for conducting research, performing reviews and assessments, facilitating communications, providing education and training, and reporting. The **Compliance Analyst** will provide information on **MSH INTERNATIONAL**'s compliance initiatives to the following key business units:

1. Global risk management and internal control departments
2. Global internal audit and quality departments
3. Worldwide underwriting departments within **MSH INTERNATIONAL**
4. Global sales and service departments
5. Executive and senior staff in all **MSH INTERNATIONAL** offices

The workflow can be unpredictable, as there can be little advance notice from regulators of changes in requirements. Compliance across regions can be complicated, given the worldwide scope of our operations. Any ability to articulate compliance crossover (ie insured employee data on a Calgary database being used to validate claim eligibility in Dubai) will be required.

Main Duties:

- Maintain ongoing oversight over **MSH INTERNATIONAL**'s compliance with regulatory, legislative, contractual and risk management requirements.
- Assist with development and maintenance of compliance processes and checklists based on the region of coverage.
- Research and analyze changes in regulatory and legislative requirements for **MSH INTERNATIONAL**.
- Provide advice to various business units on compliance elements that may affect placement of business by a carrier in a given territory. Included in this function will be the identification of regulatory elements that must be met to satisfy compliance requirements.
- Collect, analyze and prepare reports required for senior management, regulators and other interested bodies.
- Provide support to various **MSH INTERNATIONAL** departments and business units by participating on working committees and test groups as required.
- Develop materials and tools for use by **MSH INTERNATIONAL** staff and offices to effectively communicate compliance and corporate requirements.
- Assist staff as required with research and background preparation for insurance product review and approval process with national and state regulators.
- Provide support during all internal and external audits as requested and required.

Performance Measures:

- Ensure that existing compliance related processes and procedures are being followed, with sufficient documentary evidence being maintained in the event of an internal/external audit.
- Complete research assignments and deliver comprehensive but concise reports in a timely manner.
- Provide timely feedback on contracts and agreements to be issued or entered into by **MSH INTERNATIONAL**
- Maintain regular communication and contact with **MSH INTERNATIONAL** head office and sister offices and departments to share information and to ensure that compliance related activities are coordinated.

Necessary Skills/Abilities:

- Strong analytical skills in facilitating collection and dissemination of regulatory requirements.
- Strong interpersonal, negotiation, and diplomacy skills, with a high comfort level in dealing with senior management, field management and advisors.
- Demonstrate initiative, attention to detail, multitasking ability, organizational skills and effective prioritization of workflow.
- Strong comfort level making presentations to groups and individuals.

Requirements:

- University Degree.
- Experience with compliance and/or contracts administration.
- Paralegal Skills would be an asset but not required.
- Experience in an Insurance Company, Insurance Brokerage/Consulting Company, Legal Firm or government regulatory body.
- Ability to communicate (oral and written) in English with French being a definite asset.
- Strong presentation skills (in order to run training sessions for staff).
- Intermediate knowledge of Microsoft Office applications, especially Excel.
- Knowledge on the use of the Internet and e-mail.
- Moderate degree of knowledge with data analytics (in order to facilitate compliance checking against specially designated nationals listings).