

## **COMPLIANCE INTERN, RICHMOND**

The Compliance Intern will provide operational and administrative support while learning about the compliance and risk management functions of a wealth management firm. The Compliance Intern must be flexible and possess excellent communication, organizational, and interpersonal skills to interact effectively with co-workers and vendors. This is a part-time non-exempt position based in our Richmond, VA office.

### **Position Responsibilities and Essential Job Duties**

- Proactive outreach to vendors to extract required information for the build-out and implementation of a new vendor management system
- Create job aids to help train new users on the system
- Perform routine clerical tasks, including managing reports, data entry to spreadsheets, filing, and operation of several systems
- Prepare general correspondence, documentation, commentaries, memos, and reports
- Collect, maintain, and update electronic files in a timely manner
- Communicate effectively with internal associates and external vendors for requested information
- Practice data integrity (e.g., verify, correct, delete, or combine data as required)
- Request further information for documents that are deemed incomplete
- Cross reference data to ensure accuracy and completeness during entry
- Assist in the management of special projects and other administrative and operational tasks as needed
- Maintain confidential material

### **Professional Experience**

- Proficient in software applications and programs including Microsoft Office Products – Excel, Word, and Outlook
- Excellent communication skills with internal staff and outside vendors and a mindset of customer service

### **Personal Attributes**

- Ability to represent and serve as a positive and professional first impression of Cary Street Partners
- Excellent organizational skills and attention to detail with the ability to work effectively and independently
- Excellent phone, interpersonal, verbal and written communication skills
- Ability to take initiative and to learn new processes quickly

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. Cary Street Partners participates in e-Verify and will submit your I-9 documentation to the federal government to confirm your legal eligibility to work in the United States.