



COMPLIANCE SPECIALIST

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete and submit timely applications and renewals of all liquor related licenses and bonds through TTB and all states, including Sales Team licenses
- Complete and submit brand registrations and renewals required for direct to consumer licenses
- Shipcompliant Software-add new items and keep all license and brand registration information up to date.
- Complete and submit price quote request and keep request up to date with price changes

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the job.

Education and/or Experience:

- High School Graduate with regulatory compliance/ legal experience preferred.
- Must be proficient with MS Word and Excel. Shipcompliant experience is a plus.

Language Skills:

- Ability to read and interpret federal and state regulations
- Ability to write
- Ability to communicate effectively with members of regulatory agencies, company management and employees

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts interest and percentages

Reasoning Ability:

- Must be able to manage multiple projects and clients
- Must be able to multi-task
- Must be comfortable with fast-paced, detail oriented and deadline-driven work
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.