



## Job Description – Compliance Administrator

**Reporting to:** Head of Compliance

**Location:** Bradford Office

**Hours:** 20/25 hours per week - we can be flexible with these hours as long as hours are worked between the hours of 0900-1700 and include Fridays.

### **About Us:**

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

### **Main function of job:**

The main purpose of the role is to support the compliance services team with administrative and customer service tasks.

### **Duties and responsibilities will include:**

- Compliance services administration
- Supporting the Head of Compliance, Audit & Standards Co-ordinator and Compliance Managers
- Dealing with requests for compliance services and maintaining all necessary documentation and records
- Answering incoming telephone calls as required
- Preparing and sending out compliance services documents in a timely manner
- Data inputting
- Filing
- Providing cover for other colleagues in the office during periods of holidays and sickness
- Raising invoices for compliance products such as audits, contracts and induction manuals

### **Key skills:**

- Professional in their approach to dealing with issues and employees
- Strong organisational or administrative skills with attention to detail and methodical approach
- Focused on delivering outstanding customer service to RHAs internal and external customers
- IT skills on Microsoft Office programs, to include Word, Excel and Outlook
- The ability to communicate clearly and confidently with a range of people, both on the phone and face-to-face
- Demonstrate a willingness to work flexibly to respond to the evolving needs of the RHA
- Keen eye for detail

**General:**

- All enquiries should be handled promptly and accurately
- Useful sources of information should be advised to colleagues
- There may be occasions when it is necessary for duties to be undertaken away from the office, which could possibly mean outside of normal working hours
- Any other tasks which can reasonable be performed as requested by the Company.

**General Responsibilities:**

All employees of the RHA have the following responsibilities:-

**Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

**Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

**Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

**Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

**Employee's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Review Date:**

**Date:**