

Associate Risk Analyst/Technical Writing/Legal Writing

Brentwood, TN | Regulatory | Full-Time

WHO WE ARE

At Ncontracts we help financial institutions make better decisions. This is achieved by creating tools that help them understand their risks and compliance concerns, as well as providing pathways for them to mitigate their risks. We also have teams of industry leading experts to walk them through the process.

THE ROLE

Successful completion of a comprehensive training program that is designed to build upon the employee's ability to competently research, draft, edit, and document regulatory compliance reports to help our clients assess the risk(s) associated with third-party service providers.

YOU WILL

- Use basic knowledge of regulatory requirements for service provider oversight applicable to financial institutions, including appropriate due diligence documentation and ongoing monitoring to satisfy compliance requirements.
- Apply essential concepts and definitions related to legal, regulatory, and industry standard best practices for the security, confidentiality, privacy, availability, and integrity of client/customer confidential data: primarily within the financial industry.
- Perform independent internet research to supplement vendor due diligence documentation provided by the client and/or vendor.
- Interpret and document vendor strengths and issues related to regulatory compliance and industry standard best practices.
- Successfully utilize and incorporate knowledge necessary to, interpret, condense, draft, summarize, and edit complex technical and legal regulatory information into a professionally written format that is easy to read and understand, while meeting the objectives and goals for the intended (financial client and regulatory entity) audience, while ensuring consistency with standardized formatting, language, and grammatical style guidelines.

THE ESSENTIALS

- Ability to learn quickly, ask questions, and incorporate constructive feedback from trainers.
- Proficient knowledge of Microsoft Word.
- Ability to communicate effectively both orally and in writing.
- Advanced skill in drafting/composing documents and/or reports, to include independent composition, grammar, and punctuation in critical.
- Ability to conduct independent internet research.
- Ability to independently manage and prioritize assignments.

Required Education and Experience

- Bachelor's degree in related area or equivalent detailed experience

Preferred Education and Experience

- Advanced coursework or experience in English or legal writing/composition
- Experience with independent critical and/or analytical thinking



AAP/EEO Statement

Ncontracts provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.