

**Job Title** – Assistant Compliance Officer

**Location** – Montgomery, AL

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**Rewards of Working at Caddell – Paid vacations, company paid holidays, company joint funding of medical, dental, and vision insurance, life and disability plans to full-time employees, 401k, gym membership reimbursement, and use of company condominiums.**

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## What You Will Do

The Assistant Compliance Officer supports the organization's compliance program by helping ensure that all business operations adhere to legal, regulatory, and internal policy requirements including but not limited to The Business Ethics Guidelines. This role works closely with the Director of Ethics and Compliance to conduct compliance audits, assist with policy development, support training initiatives, and help mitigate compliance risks across the organization.

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### Regulatory Compliance

- Assist in monitoring and interpreting relevant laws, regulations, and industry standards.
- Support the development and maintenance of compliance policies, procedures, and guidelines.
- Help ensure business practices align with regulatory obligations.

### Compliance Monitoring & Reporting

- Participate in regular compliance reviews, audits, and compliance risk assessments.
- Assist Director of Ethics and Compliance with compliance audits.
- Support the tracking and resolution of compliance issues.
- Track small business outreach efforts by business unit

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### Training & Awareness

- Help develop training materials and maintain training records.
- Assist in delivering compliance training and educational programs for employees.
- Participate in reviewing and updating The Business Ethics Guidelines
- Assist with ethics briefings for new hires
- Assist in planning Integrity Week or other corporate wide ethics and compliance initiatives

### Compliance Risk Management

- Support the identification and assessment of compliance risks.
- Help monitor compliance risk mitigation efforts

### **Documentation & Recordkeeping**

- Maintain accurate, up-to-date compliance records and files.
- Maintain Compliance Risk Matrix
- Assist in preparing reports for senior management as directed by Director of Ethics and Compliance.

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### **Cross-Functional Support**

- Collaborate with internal departments such as Legal, HR, Operations, and Accounting to ensure consistent compliance practices.
- Provide day-to-day guidance on compliance questions and concerns.

### **Working Conditions –**

- Full-time position that requires occasional after-hours work to meet deadlines or other operational requirements.
- Periodic travel to jobsites and/or other corporate offices
- Collaborative and fast-paced environment with opportunities for professional growth.

**Reporting Structure** – Director of Compliance and Ethics

## **What We Expect**

**Accountability is part of The Caddell Way and our employees share in a strong work ethic and positive team environment. There is a true sense of purpose and teamwork.**

### **Knowledge, Skills, and Abilities –**

- Strong understanding of regulatory requirements relevant to the industry.
- Excellent analytical, problem-solving, and organizational skills.
- Strong written and verbal communication abilities.
- High attention to detail and strong ethical standards.
- Ability to handle confidential information with integrity.
- Experience with compliance management systems or auditing tools.
- Familiarity with risk assessment methodologies.

### **Education / Experience –**

- Bachelor's degree in Legal Studies, Business, Finance, Public Policy, or a related field (or equivalent experience).
- 1–3 years of experience in compliance, risk management, auditing, or a related role preferred.
- **Certifications, Licenses, etc.: Certified Compliance & Ethics Professional (CCEP) Certification, and Society of Corporate Compliance and Ethics (SCCE) membership strongly preferred.**

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While the salary range is typically between \$69,900 - \$90,000 annually, applicants are encouraged to share compensation expectations as part of the application process. Caddell honors the prior experience, education, and qualifications of applicants in order to make attractive and competitive offers.

**Your career matters at Caddell, where there is a strong emphasis on the growth and development of every employee! We're large enough to take on the most complex construction projects, but we know the contribution of each individual is the key to our success.**

*Caddell Construction is an Equal Opportunity Employer and prohibits discrimination against veterans, individuals with disabilities, and other protected classes under applicable laws and regulations.*

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