

PLAYGROUND



Junior Compliance Officer

Reports to: Chief Compliance Officer & Compliance Assistant

Position Overview:

The **Junior Compliance Officer** is responsible for fostering and maintaining positive relationships between the organization and the local community. The role focuses on managing and enhancing relationships between the organization and its local community participants. The role will also look to collaborate and align the organization with the needs of the different community stakeholders such as the MCK and KGC amongst others.

They will organize outreach programs, represent the organization at community events, respond to inquiries from the public, and manage partnerships with local institutions. The goal is to enhance the organization's reputation and strengthen community ties, leading to mutual benefits for both the organization and the public.

What we have to offer:

- Competitive compensation (*\$40K-\$42,500K based on experience*)
- Flexible schedule - *Full-time position (32 hours/week), Monday to Thursday 8:30AM to 4:30PM*
- Discounts on food
- Opportunities for career advancement
- Parking on site
- Company-wide events
- Playground Cares volunteer opportunities

Responsibilities will include but are not limited to the following:

- Develop and maintain communication channels with current and potential 'Participants', ensuring they receive accurate and timely information about the company's financial performance, strategic goals, and key developments.
- Act as the primary point of contact for Participants. Address inquiries, resolve concerns, and communicate feedback to management.
- Work closely with the finance, legal, and communications teams to ensure the consistency of financial messages and alignment with overall organizational strategy.
- Organize community events, forums, and initiatives to strengthen relationships.
- Serve as the primary point of contact for community inquiries, providing accurate and timely responses to concerns or requests. Ensure open lines of communication between the organization and the public.



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- Collaborate with the PR and communications team to develop materials such as newsletters, press releases, social media updates, and reports that communicate the organization's community-related activities.
- Working collaboratively with the Poker Dealer Trainer and the Poker Director, handles all Poker Dealer Badge applications, renewals and inquiries ensuring compliance with the KGC's regulations.
- Assists the Compliance Assistant in making sure policies and procedures are kept current while continuously looking for ways to improve processes.
- When needed, may assist in filling out proper reports to send to the KGC (ie. Incident Report Forms)

Requirements:

- 2-5 years work experience as an office administrator, coordinator or other relevant administrative role
- Effective written and verbal communication skills
- A well-defined sense of confidentiality
- Tech savvy - Excellent computer skills, including proficiency in MS Office and Google Suite
- Proven ability to work independently and collaboratively in a multi-disciplinary and fast-paced environment
- Strong interpersonal skills with the ability to influence and build positive relationships across all levels of the organization
- Excellent organizational skills, with an ability to prioritize important projects
- Bachelor's Degree or Certificate in Office Administration/Office Management (*an asset*)

