

Compliance Analyst

Job Description

Compliance Analyst is a full time position that requires great customer service experience; writing and communication skills; as well as good computer skills.

- Processes daily listing data via the Listing Validator
- Generates and post listing exception notifications to customers via the Listing Validator
- Answers incoming calls pertaining to rules and photos
- Logs and document all calls in the HEAT calling system
- Checks voicemail
- Responds to incoming e-mails
- Generates monthly fine documentation to send to customers via the Listing Validator
- Prepares Appeal packets providing a summary of violation
- Maintains Violation Opt Out form
- Researches and performs authorized data field changes, notify customer of said change
- Rotates monthly fines
- Researches and maintains Location Tables in connectMLS
- Processes daily Quality Control notifications
- Sorts and distributes incoming faxes
- Photo duties Back-up (including Photo Emails, Virtual Tour Spreadsheet, etc.)
- Monitors the office and agent data transfers from the Associations' membership systems into MRED's Rapattoni Magic system.
- Monitors the office and agent data transfers from MRED's Rapattoni Magic system into dynaConnections' connectMLS system.
- Monitors the data received from the Associations to confirm accesses to system are appropriate.
- Process requests from Associations for Secretary IDs.
- Process requests for Realtor Assistants
- Maintains and updates user and staff permissions
- Other duties as assigned

Job Type: Full-time

Salary: \$40,000.00 /year