

# Momenta

## Compliance Administrator Job Description

### Scope of role:

The Compliance team's function is to ensure that background screening is carried out on all contractors that start assignments on client sites. The Compliance Administrator would be carrying out screening video call with candidates and performing general administrative tasks.

### Location:

Remote working, with travel to the London office when required – Tower 42

### Reports to:

Compliance Team Leader

### Hours:

Full time – 37.5 hours per week

### Initial contract period:

3 months

**Salary:** circa £21,000 per annum

### Responsibilities:

- Carrying out screening video calls with candidates (full training will be provided)
- Obtaining candidate's contractual documentation prior to issuing contracts to all candidates.
- Updating candidate information on the Momenta People system.
- Responsible for answering incoming calls and dealing with calls professionally and efficiently, ensuring excellent customer service at all times
- Ensuring messages are passed on where required, all calls are returned in a timely manner and demonstrating effective use of diary system to ensure unsuccessful calls are followed up
- Ad hoc duties as required to support the team and manager
- Demonstrating positive attitude and behaviours at all times, offering assistance to your colleagues where time allows and work as part of the team at all times

### Personal Attributes:

- Excellent communicator - some previous admin/customers service experience would be preferred
- Positive attitude with the willingness to provide the highest level of internal and external client service and ability to work as a team player
- Confident, professional manner with a can-do and positive attitude
- Resilience and integrity
- Excellent judgement skills and ability to work on own initiative
- Excellent organising and influencing skills
- Assertiveness
- Self-starter