



COMPLIANCE & OPERATIONS ASSOCIATE

a guide for applicants



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Maddie Short, COO

www.wilemsrg.com
RAISING OUR LEGACY

INTRODUCTION

Wilems Resource Group, LLC is a boutique consulting firm specializing in Compliance and Engagement solutions for healthcare organizations and Medicare Accountable Care Organizations (ACO). We measure our success on our ability to help our clients understand program requirements, determine the appropriate level of acceptable compliance risk, and create programming that meets all regulatory requirements. Don't know what any of that means? Don't worry, most people don't (and don't want to). That's why we have a firm. If you're the right fit, we will teach you our ways and the lingo.

We are looking for an hourly Compliance & Operations Associate to continue our mission of #raisingourlegacy.

Our vision is to grow Wilems Resource Group by adding a part-time Compliance & Operations Associate. Initially, this individual will be responsible for project management and operational duties but have an opportunity to grow the position to fit their individual goals and areas of interest. The Associate will work closely with leadership and engage in strategic planning. We are searching for an individual who is eager to learn about the unique healthcare niche of ACO and grow within our organization.

We embrace a true life-work balance culture. The Compliance & Operations Associate can enjoy a flexible schedule while working from home in their sweatpants.

JOB DESCRIPTION

Overview

The Compliance & Operations Associate reports directly to the Director of Operations and works closely with Wilems Resource Group leadership. In this role, you will be assisting with company operations, project management, and technology.

What You'll Do

- Provide exceptional compliance and operational services to our company and clients
- Create and maintain tracking mechanisms for compliance tasks
- Navigate and maintain a filing system in SharePoint
- Prepare and review presentations, social media content, and Board reports
- Ensure confidentiality of all documents received and/or processed
- Develop, reconcile, and distribute operational project trackers and reports
- Assist with updates to websites, web forms, and content
- Build meaningful relationships with clients
- Ensure compliance with procedures
- Complete special projects, provide office support and perform other duties as assigned
- Attend bi-weekly Teams meetings

Qualifications

- A minimum of an Associate's degree
- 2+ years of demonstrated ability to provide project management support
- Working knowledge of personal computers, Microsoft Office Suite
- Willingness to learn web content management systems
- A dedicated office space and equipment that has a reliable, high-speed internet connection
- Capacity and commitment to work during traditional daytime business hours
- Desire for professional growth in healthcare industry

Specific Job Knowledge, Skill, and Ability

- Knowledge of computer spreadsheet software and word processing
- Strong organizational and project management skills with attention to detail
- Ability to develop strong remote team relationships
- Ability to refine and establish policies and procedures
- Ability to manage competing priorities and meet urgent deadlines

- Ability to work independently and complete duties and projects with minimal direct supervision
- Ability to communicate effectively in English, both verbally and in writing
- Ability to maintain the confidential nature of related information

Other Details

- Employment Type: Part-Time
- Pay Type: Hourly
- Pay: \$20-25/hour
- Schedule: Part-Time, Monday - Friday
- Location: Remote with occasional travel for in-person team meetings
- Equipment: Stipend for office equipment and technology

Why Work for Wilems Resource Group?

- Commitment to life-work balance
- Work from home or wherever you do your best work
- Opportunity for growth at rockstar consulting firm
- Flexible schedule
- Unlimited vacation days
- Unique experience in health care industry
- Collaborate with the coolest leadership team

How Can You Apply?

Submit your application materials via email to Maddie Short mshort@wilemsrg.com. Your email should include:

- Cover Letter – this brief letter should showcase who you are and why you're interested in joining Wilems Resource Group
- Resume