

JOB POSITION

Compliance and Process Analyst

PERSUIT is a fast-growing procurement platform for in-house legal counsel. We've built a world-class platform that is now being used by some of the world's most recognized brands, such as Johnson & Johnson, 3M and Walmart. Essentially, we're a SaaS platform that allows in-house corporate legal teams to competitively source external legal services. Since starting about three years ago we've founded teams in here and in the US. But we're not just building a product, we're building a company.

To build on the exceptional progress we've already made we're hiring a Compliance and Process Analyst to join our team. This role is crucial to our expansion and will play a key part in ensuring we remain able to partner with the worlds most well-known brands and fortune 500 corporations.

Working with some of the world's largest businesses can present some challenges and that's where you come in, this role is diverse and will see you wear a few hats but ultimately they will all centre around our ability to identify and comply with best practices.

Some of your responsibilities might include:

- Process Administration- ensuring approvals and logging of access and change requests are made.
- Security Operations and compliance- we have a number of protocols we need to meet when onboarding new clients, you'll be the one who ensures we know what we need to do and that we can do it.
- Grant governance and compliance- ensure documentation and records are maintained for grant and innovation schemes.
- Process and Procedures- we want to remain as agile as possible but at the same time we need to have the right processes and procedures in place, its a balancing act that we're sure you will nail.
- ISO certification- to operate in the markets we do we need to achieve and maintain our ISO certification, you'll get to play a big part in this.



As a newly created role in a young company, there may also be things we just aren't aware of yet but we think this role would suit a more junior to intermediate level person who is happy to grow and figure some of this stuff out along the way. Perhaps you've come from process analyst, admin or project based roles or you're just very methodical and meticulous and just ready for something different, we're open.

When we talk about culture and values, we talk about being a team of self-starters, being adventurous, collaborative and keeping it real. We've taken all the risk out of joining a startup over the last three years and we're ready to go to the next level. If you've read this and thought, "I'd love to do that sort of work with Pursuit!" then please apply.

To apply, send your application to jobs@Pursuit.com