

Compliance Coordinator - North America

About the Role

The Compliance Coordinator, reporting into the Compliance Manager, is a key contributor for FSB Technology's drive into North American Sports Betting and iGaming. This role will be a key part of FSB's ability to maintain and enhance relationships with regulators across North America and input into regulatory compliance efforts in regards to licensing, product, platform certification, operations and change management processes/procedures. This position will touch iGaming and Sports Betting verticals in both commercial and tribal gaming jurisdictions. The Compliance Coordinator will assist the Compliance Manager in navigating rules and regulations, driving product compliance in new markets, maintaining compliance and adhering to changes in existing markets.

Job Functions

- Assists the Compliance Manager for North American territories
- Research, collect and analyze information used to determine initial and ongoing regulatory requirements upon entry into and continued operations in respective markets
- Stay current on rules, regulations, and legislative requirements of the various gaming jurisdictions in North America
- Assist with licensing applications including but not limited to filling out applications, printing supporting documentation and submission of applications.
- Assist with due diligence investigations into potential customers, distributors, and partners
- Assist with jurisdictional product submissions and approvals including but not limited to maintaining databases, regulations, and technical documents and seeking required approvals
- Assist with QA testing prior to product being submitted to an Independent Test Lab
- Assist with shipment notifications including, but not limited to, completing detailed forms and communicating with gaming authorities to obtain shipping regulations and required prior approvals

- Assist with Change Management process and submission of Release Notes with different jurisdictions
- Recommend and implement changes to streamline existing processes and to create new processes to continue to improve efficiency within the compliance function of the company
- Other duties as assigned

Qualifications/Required Knowledge

- Minimum 1-2 years working in gaming compliance capacity or relevant experience is required
- Ability to research, analyze, and understand regulatory requirements in a variety of jurisdictions
- Strong organizational skills with sharp attention to detail and accuracy
- Ability to simultaneously assist managing several projects
- Ability to interpret a variety of instructions in written, verbal, diagram, or schedule form
- Capability to read, write, and interpret detailed, concise, and accurate documents, such as reports, policies, procedures, and correspondence
- Able to articulate concepts and ideas in a clear, concise, and accurate manner
- Skilled in identifying and solving critical and practical problems and deal with stress effectively
- Ability to work independently and always exercise good judgment
- Willingness to work a flexible schedule
- Plan and execute projects, establish priorities, and meet deadlines
- Excellent written and verbal communication skills including telephone, email, and video conferencing
- Ability to maintain organization, meet strict deadlines and possess integrity and discretion in handling confidential information
- Proficient in Google Suite and Adobe Pro