

Job Title	Commercial Solicitor / Compliance Officer
Location	Cardiff Bay
Employment Type	Maternity Cover up to 12 months
Start Date	Immediate

Company Description

We are a forward thinking, progressive company that are constantly growing. We provide businesses with a range of data cleansing, tracing and identity verification services. Our products are continually evolving, and that's where you can help.

As a Commercial Solicitor/Compliance Officer you'll be an important member of our expanding team. You'll enjoy working in a friendly environment, and benefit from our investment in staff. Do your skills meet our requirements?

Main Responsibilities

- To advise and keep key members of staff briefed and up to date with current legislation with regards to the DPA.
- To manage and ensure that all contracts are reviewed and compliant with contract law on a regular basis.
- To liaise and negotiate with external clients and solicitors with regards to Service Contracts.
- To advise and negotiate on terms and conditions, general contract matters and contract law.
- To control and develop the company's standard terms and conditions and also ensure protection of Intellectual Property by monitoring and adherence to trademark rules.
- To manage the ISO27001 accreditation and continual audit procedure verifying that all documents and policies are current and made available for use in the company's document library.

Skills & Experience

- See Personnel Specification

Benefits

- Salary: up to £29,000 per annum depending on experience
- 22 days paid annual leave plus an additional day for each year's service capped to a maximum of 28 days plus 8 bank holidays
- Annual full attendance bonus
- Private Medical Insurance
- Stakeholder Pension

Hours of Work	
Hours	37.5 per week Mon-Fri 9.00am - 5.00pm
Lunch & breaks	30 minutes flexible

To apply for this position please download and complete an “Application Form” and submit by email to: rhiannon.wilcox@tracesmart.co.uk

To download an “Application Form” please follow the link on the Recruitment home page.

All our positions are subject to successful completion of Employee Security Screening checks in line with BS7858

Tracesmart Ltd would like to thank you for applying for this vacancy. However, due to the amount of applications we receive it is impossible to reply to them all. If you do not hear anything within 4 weeks of applying you will not have been shortlisted.