

Regulatory Compliance Specialist

AOT TECHNOLOGIES

Job ID
51461

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LOCATION	DATE POSTED	EXPIRY DATE	
UNIT 325 -- 1207 Douglas St, Victoria, BC British Columbia	22-09-2026	21-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$44.78	3 years to less than 5 years	Bachelor's degree

Job Details

Business Name: AOT TECHNOLOGIES

Title: Regulatory Compliance Specialist

Number of Available Positions: 1

Terms of Employment: Permanent, Full-Time (40 hrs/week)

Hourly Wage: \$44.78 per hour

Benefits:

- Health, dental, and wellness benefits effective from Day 1
- Flexible scheduling and generous paid time off
- Employer-sponsored deferred profit-sharing plan
- Career development opportunities through mentorship and training

Language of work: English

Work Location: Victoria, BC.

Company Profile:

APPSONTIME TECHNOLOGIES LTD. (AOT Technologies) is a boutique technology consulting and software development company that helps enterprises and government organizations solve complex digital challenges. The company specializes in business process management, automation, AI, cloud solutions, and custom application development. AOT Technologies also develops innovative digital products, including formsflow.ai, a low-code platform that streamlines form creation, approvals, and workflow automation. Through its technology solutions and consulting services, AOT Technologies supports organizations in improving efficiency, modernizing operations, and delivering scalable digital services.

Job Overview:

We are looking for a knowledgeable and proactive Regulatory Compliance Specialist to join our team. As a Regulatory Compliance Specialist at AOT Technologies, you will support regulatory compliance, risk management, and governance practices within a fast-paced technology environment. This role involves helping ensure that business operations and digital solutions align with applicable standards while contributing to secure, reliable, and trusted services for clients.

Job Description

Main Duties and Responsibilities:

- Analyze organizational processes, operational practices, and internal procedures to identify compliance requirements, risks, and opportunities for improvement.
- Provide guidance and recommendations on regulatory policies, compliance procedures, and governance practices to support organizational objectives and client requirements.
- Conduct research and assessments of regulatory requirements, industry standards, and business practices to support compliance strategies and continuous improvement initiatives.
- Assess existing methods, systems, and procedures to identify gaps and recommend improvements to operational effectiveness, compliance practices, and internal controls.
- Prepare compliance reports, documentation, and recommendations outlining assessment findings, risks, and proposed corrective actions.
- Lead and support audit processes, coordinating with internal stakeholders and external auditors.
- Conduct risk assessments and provide recommendations to strengthen compliance frameworks, governance practices, and regulatory readiness.
- Review organizational policies, procedures, and systems to help ensure alignment with applicable Canadian, U.S., and international regulatory requirements.
- Collaborate with management, product teams, engineers, and other stakeholders to incorporate compliance considerations into business processes, workflows, and technology solutions.
- Monitor regulatory developments and industry standards and recommend updates to policies, procedures, and compliance practices.
- Assist in developing and improving quality management, risk management, and compliance frameworks to support effective organizational operations.

Employment Requirement:

- A bachelor's degree in business administration, commerce, computer science, software engineering, information systems, or a related discipline.
- 3-5 years of experience in compliance, risk management, regulatory consulting, quality assurance, or audit functions, preferably within SaaS, technology, or other regulated industries.
- Experience supporting regulatory policies, compliance procedures, risk assessments, audit activities, and organizational improvement initiatives.
- Knowledge of Canadian, U.S., and international regulatory frameworks, privacy requirements, and industry standards such as HIPAA, SOC 2, ISO standards, and GDPR.
- Strong analytical, documentation, and reporting skills, with experience using business analysis, project management, or compliance tracking tools.
- Knowledge of data protection principles, including encryption practices and secure handling of information systems.
- Experience working with SaaS platforms, software development environments, or digital product teams is an asset.
- Professional certification in management consulting, quality auditing, compliance, or a related field is an asset.

Personal Suitability and Skills

- Strong analytical thinking and problem-solving skills
- Excellent attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to analyze systems, processes, and risks
- Strong collaboration and stakeholder management skills
- Effective organization and time-management abilities

- Ability to work independently and exercise sound judgment
- Adaptability and willingness to learn new frameworks
- Strong evaluation and monitoring skills
- Innovative and solution-oriented mindset
- Ability to manage multiple priorities under pressure
- Professional judgment and confidentiality awareness

Contact information/how to apply:

Email resume to: aottechnologiesjobs@outlook.com

As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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