



Compliance Specialist

Job Description

Job Title:	Compliance Specialist	Position Type:	Full Time
Department/Group:	Admin	Exempt:	No
Location:	San Jose, CA	Salary Range:	Pay Grade 3 (\$33.00-\$49.00/hour)
Home/On-Site/Hybrid:	On-Site Only	Travel Required:	No
HR Contact:	Sara Adams	Reports To:	Sr. Accountant
Trainer:	Multiple colleagues	Date Posted:	3/23/2026

Job Description

SUMMARY

Creative Window Interiors (CWI) is the largest go-to contractor for commercial window coverings (blinds, shades, curtains, drapes) in the Bay Area. Our work can be seen in prominent tech companies like Google, Facebook, Apple, and LinkedIn, as well as local schools, universities, and countless other office buildings. We differentiate ourselves through responsiveness, quality products, complete scope capture, and single point of contact with customers.

WHAT WE OFFER

CWI is a growing family-owned business that values absolute reliability, positive partnerships, and continuous improvement. In line with these values, employees can expect the following:

- A smaller environment where employees are listened to, valued, & contribute to decision making.
- Competitive base compensation.
- Full health benefits (health, dental, optometry, chiropractic) after 90 days of employment.
- 401K match upon the completion of 1 year of employment.
- Profit sharing / variable bonus payout.

ROLE AND RESPONSIBILITIES

Under the direction of the Sr. Accountant, this position ensures the smooth functioning of compliance reporting and processes, while maintaining adherence to internal policies and external labor agreements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with physical disabilities to perform the essential functions.

Job Duties

- Certified Payroll and maintain current data in all compliance portals
- OCIP/CCIP enrollment & reporting
- LEED reporting
- Review incoming contracts to ensure CWI meets contractual commitments and identify risk
- Bonding administration
- Order and manage insurance certificates for all contracted jobs.
- Assist the administrative team with miscellaneous tasks as needed

KNOWLEDGE, SKILLS, AND ABILITIES

Education and/or Experience

- Bachelor's degree Business Administration or a related field (desirable).
- 2+ years of experience in an administrative or compliance role in the construction industry, preferred.

Skills and Abilities

- Proficient with Office365 tools, especially Excel and familiar with QuickBooks
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Ability to manage confidential information with discretion.
- Attention to detail and accuracy in documentation and data management.
- Exceptional interpersonal and communication skills in the English language (written and oral) to effectively interact with clients, vendors, and internal teams.
- Effective team player with a focus on reliability and positive partnerships.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, or crouch. The employee must frequently lift or move up to 10 pounds and occasionally more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT DEMANDS

While performing the duties of this job, the employee works in a typical office environment.