



PR/122589 | Compliance and Document Control Specialist

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1512240

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

January 22nd, 2025 08:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Manage and coordinate external audits for ISO, FSC CoC, SVLK, SMETA, and TKDN.
- Oversee document control processes to ensure compliance with regulatory and certification standards.
- Prepare, review, and maintain documentation for audits and certifications.
- Liaise with auditors and relevant departments to ensure successful audit outcomes.
- Monitor compliance standards and implement corrective actions as needed.
- Conduct internal audits and provide training to ensure adherence to regulatory requirements.

Requirements:

- Minimum of 2 - 3 years of experience handling external audits for ISO / FSC CoC / SVLK / SMETA / TKDN.
- Strong understanding of compliance and certification processes.
- Proven experience in document control and management.
- Proficiency in Japanese and/or English is preferred.
- Excellent attention to detail and organizational skills.
- Strong communication and interpersonal skills to work effectively with internal teams and external auditors.
- Ability to work independently and manage multiple tasks simultaneously.

Company Description