



PR/158283 | Compliance Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1506647

業種

ITコンサルティング

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年11月26日 11:09

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

JOB RESPONSIBILITIES

- Lead the upkeep and enhancement of the Compliance Management System (CMS) and its instructional documentation.
- Key objectives of the CMS:
 - Ensure proactive Compliance Management in line with ISO 37301 and all relevant requirements (laws, regulations, client requirements and Group requirements).
 - Develop, maintain, and improve instructional documents (e.g., Code of Conduct, Compliance Guideline).
 - Establish compliance rules for the organization.
 - Ensure adherence to internal and external regulations.
 - Maintain and advance the CMS.

- Implement and maintain a reporting channel for compliance cases.
- Manage compliance case operations and conduct internal investigations.
- Raise compliance awareness through staff training programs.
- Contribute to the development and maintenance of compliance documents and processes.
- Actively identify and manage compliance risks.
- Develop compliance controls to ensure adherence to regulations.
- Document and manage compliance cases, including conducting investigations when necessary.
- Promote a holistic understanding of compliance, fostering synergies between Compliance Management and the Internal Control System.
- Ensure the CMS aligns with the Integrated Management System (IMS).
- Maintain and expand positive relationships with all data centers and other departments.
- Contribute to management reports on compliance topics.
- Advise employees and business departments on compliance matters.
- Support the Commercial unit with client requests, contracts, and audits.
- Assist the Director of Compliance and contribute to a positive team culture.

JOB REQUIREMENT

- University degree (Master/Diploma preferred) or equivalent professional experience.
- Experience in Compliance Management.
- Additional professional training/qualifications are desirable.
- Knowledge of relevant ISO standards (e.g., ISO 19600, 37301).
- Several years of experience in a compliance department, consulting firm focused on compliance/forensics, audit department, or similar.
- Fluent in English; multilingual skills are an advantage.

#LI-JACMY
#stateselangor

会社説明