



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122589 | Compliance and Document Control Specialist

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インドネシア

求人ID

1512240

業種

その他（メーカー）

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年12月24日 10:31

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

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.

会社説明