



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/117425 | Compliance Specialist

### Job Information

**Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1544008

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 01:00

### 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

The Compliance Specialist is responsible for ensuring a fair, respectful, and legally compliant workplace by managing employee relations issues, conducting investigations, and supporting the development and enforcement of company policies. This role plays a key part in maintaining a positive work environment and mitigating organizational risk.

### Key Responsibilities:

- **Policy Management:**
  - Develop, review, and update HR policies and procedures to ensure legal compliance and alignment with company values.
  - Provide guidance to managers and employees on policy interpretation and application.
- **Employee Discipline & Investigations:**
  - Conduct thorough, objective, and confidential investigations into employee complaints, misconduct, or policy violations.
  - Document findings and recommend appropriate disciplinary actions in line with company policy and legal standards.

- Partner with legal counsel when necessary to ensure compliance with labor laws.
- **Employee Relations:**
  - Serve as a point of contact for employee concerns, grievances, and conflict resolution.
  - Mediate disputes and facilitate communication between employees and management.
  - Promote a positive and inclusive workplace culture.
- **Compliance & Risk Management:**
  - Monitor compliance with labor laws, regulations, and internal policies.
  - Identify trends and recommend proactive solutions to mitigate risk.
  - Support audits and reporting related to employee relations and compliance

---

Company Description