



PR/117426 | HR Compliance Specialist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1557688

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 04:00

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

Compliance Specialist

Job Summary:

Responsible for ensuring the organization adheres to external regulations and internal policies. Oversees HR audits, updates company policies, conducts investigations, and leads cross-functional initiatives to prevent compliance violations.

Job Responsibilities:

- Ensure organizational adherence to legal and internal compliance standards.
- Lead and manage end-to-end investigations related to employee misconduct or breaches of company compliance policies.
- Maintain deep knowledge of company operations to identify potential compliance risks.
- Communicate core ethics and compliance guidelines effectively across the organization.
- Collaborate with departments and leadership to develop contingency plans for potential compliance issues.
- Oversee HR audit schedules, reporting, and implementation of corrective actions.
- Ensure HR policies align with current laws, regulations, and standards.

- Lead cross-functional teams, organize project meetings, manage timelines, and support implementation of solutions.
- Represent HR in investigations, complaints, and disciplinary actions, ensuring proper measures are taken to prevent future violations.
- Develop or revise internal policies to reduce legal and regulatory risks, and conduct internal audits to assess procedural compliance.

Job Qualifications:

- Bachelor's or Master's degree in Law, Political Science, Human Resources, or related fields.

• Must have proven experience in leading and managing end-to-end investigations involving employee misconduct and violations of company compliance policies.

- Minimum of 5 years' experience in compliance, legal, or HR management.
- Strong expertise in labor law is essential.
- Excellent analytical, organizational, and project management abilities.
- Strong communication and presentation skills, both written and verbal.
- Self-driven, proactive, and capable of working independently to complete tasks and projects.

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Company Description