PR/117426 | HR Compliance Specialist

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1578071

Industry
IT Consulting

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
February 16th, 2026 11:39

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description