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
March 16th, 2026 05:00

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.

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Company Description