JAC Recruitment

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JAC Recruitment Thailand

PR/120788 | Risk Management Staff or Asst manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623434

Industry
Other

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:32

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

OVERVIEW
The Company is Japanese, now seeking for an experienced candidate to join as

Compliance Staff - Assistant Manager (Workplace around BTS Chongnonsri, Bangkok)

Position: Compliance Staff - Assistant Manager

Location: BTS Chongnonsri, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Oversee Compliance tasks, risk management, internal audit, internal control.
- Coordinate risk management activities in regional company group, gathering information, tracking progress, liaising with group companies, and consolidating reporting inputs.
- Monitor external developments, regulatory changes, and internal business trends across relevant markets to identify emerging risks and provide insights to management and key stakeholders.
- Develop audit-related materials, maintain progress reports, and oversee follow-up actions to ensure timely closure of audit findings and remediation plans.
- Assist in implementing compliance monitoring and awareness initiatives covering areas such as anti-bribery, competition law, export controls, and data privacy.
- Support the organization and execution of Compliance Promoters Meetings, training sessions, seminars, and e-learning programs, including facilitating selected sessions when required.
- Administer compliance monitoring programs by distributing and reviewing assessment checklists, coordinating interviews, identifying improvement opportunities, and tracking implementation progress.
- Support investigations and compliance-related reviews by coordinating stakeholders, organizing documentation, conducting root cause analyses, and assisting with corrective and preventive action plans under management guidance.
- Support the development, execution, monitoring, and continuous improvement of the Annual Risk Management Plan and Compliance Action Plan.
- Manage administrative and operational support related to budgets, external service providers, training activities, and meeting coordination.
- Lead assigned initiatives and small-scale projects under the guidance of management to support departmental objectives and operational excellence.
- Other tasks as assigned related this job.

JOB REQUIREMENTS

- This position, salary range around 30,000 - 50,000 THB
- Over 4 years in risk management, compliance, internal audit, internal control, or a related fields.
- Long-term working commitment and job stability.
- Graduate in institution of education level, bachelor’s degree or higher in related fields.
- Ability to communicate in English with foreigners.
- Able to work under pressure and different culture.
- Able to use computer literacy in MS Office, Excel
- Able using Power BI or other data visualization and analytical tools.
- Able to travel to work around BTS Chongnonsri, Bangkok

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