



PR/117425 | Compliance Specialist

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1544008

業種

ITコンサルティング

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年06月24日 01:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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
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会社説明