



タイの求人なら  
JAC Recruitment Thailand

## PR/117426 | HR 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

1559837

#### 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09月30日 10:35

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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

#### 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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会社説明