

To cope with our rapid growth, we are looking for high caliber individual for the following position:

Compliance Officer

Job Summary:

To ensure our company adheres to legal standards and in-house policies. He / She will be responsible for enforcing regulations in all aspects and levels of business as well as provide guidance on compliance matters. The ideal candidate is well-versed in legal guidelines and corporate governance best practices.

Responsibilities:

- Developing and implementing policies, standard operating procedures, and guidance, including conducting periodic reviews; this requires knowledge of what must be complied with (laws, regulations, tax laws, data privacy, industry codes and company codes) and practical knowledge of what will work and what will not
- Preparing agendas, minutes, reports, and papers to enable the compliance committee to function effectively, including highlighting the major issues so that managers can quickly understand the bigger picture; this may also include preparing reports for the senior management
- Conducting or supervising audits and implementing corrective actions / assisting management to implement corrective actions
- Knowledge of and general familiarity with prevention of money laundering (AML). Ensures that qualified staff and adequate systems are in place for compliance with AML
- Provides update on all legal provisions, to solve our legal problems, speed up the resolution of laws and related problems, and reduce the risk of illegal violations
- Handle government-related business license and registration applications, including trademark registration in different countries. Respond to all government inquiries and contacts
- Provides legal advice on agreements with landlords and business partners
- Conducting or supervising investigations, including implementing corrective actions / making recommendations to management regarding corrective actions
- Collaborate with corporate counsels and Finance departments to monitor enforcement of standards and regulations
- Assess the business's future ventures to identify possible compliance

risks

Requirements:

- BSc/BA in Law, Finance, Business Administration or related field
- Proven experience as compliance officer
- In-depth knowledge of the retail industry's standards and regulations
- Excellent knowledge of reporting procedures and record keeping
- A business acumen partnered with a dedication to legality
- Methodical and diligent with outstanding planning abilities
- An analytical mind able to "see" the complexities of procedures and regulations
- Excellent communication skills

We offer competitive remuneration package including meal allowance, medical scheme, discretionary bonus, double pay and pension fund with excellent career exposure opportunities to the right candidate.

Interested parties, please apply with full resume in MS Word format with present and expected salary via e-mail to [**hr.recruit@newyaohan.com**](mailto:hr.recruit@newyaohan.com)

Company website: www.newyaohan.com

(Personal data collected will be used for recruitment purpose only)