

THE POSITION

Title: Compliance Manager (or Director)
Report to: Global Compliance Director
Location: Hong Kong

Our client is a Fortune 500 company (headquarters in the U.S., listed on the NYSE), the job holder will be responsible for the implementation, execution, maintenance, and oversight of the Compliance Program for the Hong Kong warehouse sales operation managed by the client's Mobile Asset Value Recovery business (AVR) while providing support to the achievement of the international business goals and objectives.

S/he will be responsible for establishing and directly managing the Hong Kong Compliance Program, tailored to the specific Compliance needs and risks for Hong Kong business including working with the Japan business and US stakeholders.

In building the Program, the role holder will identify compliance risks and the actions required to mitigate them, prioritizing compliance related tasks and activities using a risk-based approach. Also, she/he will manage the risk profile for Hong Kong and report on the key compliance risks and the status of applicable mitigation to key stakeholders both in the Ethics & Compliance function and the Business.

S/he will work collaboratively with key stakeholders in the Ethics & Compliance function as well as APAC business leadership teams to deliver on Compliance objectives. Specifically, build and develop relationships with the leadership team and key local staff to ensure Compliance is integrated into leadership decision making and that Compliance policies, ethical values, and compliance with all applicable laws and standards are integral to business conduct.

In addition, s/he will work with the local Hong Kong team in integrating the Corporate Compliance programs into Hong Kong local processes, procedures and controls. Ongoing engagement will be required with the Corporate Compliance team to assist with the implementation of trade compliance requirements for the Hong Kong market, together with compliance focused supply chain and vendor risk management, due diligence, and oversight.

Where applicable, s/he will support key strategic and tactical initiatives including mergers & acquisition (M&A) due diligence and integration, alignment of compliance efforts to strategic goals and objectives as well as applicable business growth and expansion plans.

Major Responsibilities

- Advise and guide the Hong Kong business on Compliance matters aligned to the business model and related risk profile.
- Implement and oversight applicable compliance policies, processes, and procedures.
- Perform due diligence and ongoing oversight for vendors, buyers & aggregators and other third parties connected with the Hong Kong business.

- Manage the Compliance Risk Framework for Hong Kong, ensuring appropriate risk mitigation is established, monitored, and reported.
- Work with key stakeholders to incorporate emerging or developing risks into Hong Kong Compliance framework and processes.
- Provide support to the client's Privacy Office in meeting Hong Kong's laws and regulations for the protection of personal data.
- Implement controls and risk management efforts for Supply Chain, Asset Value Recovery, and other key vendor groups.
- Engage with Corporate Ethics & Compliance on the implementation of trade compliance controls for Hong Kong market.
- Manage and oversee the approvals process for business gifts, hospitality, and entertainment for Hong Kong business.
- Implement the annual Compliance monitoring plan and track mitigation actions arising from oversight activities – audits, remote monitoring, and data analytics.
- Prepare reports and dashboards demonstrating progress on risk mitigation for Hong Kong.
- Perform data analytics on key risk indicators, monitoring for unusual fluctuations in key metrics.
- Ensure Hong Kong team completes required ethics & compliance training. Provide specialized training on specific Compliance matters to the employees based in the Hong Kong business.
- Support Inventory Management, Inventory counts and reporting.

Position Qualifications

- Preference – degree level qualifications.
- Trilingual – English, Cantonese, Mandarin- verbal and written.
- Minimum 4 years of general Compliance experience in a multinational/ global organization.
- Experience in compliance control environment, policy and procedures and compliance risk management.
- Anti-Corruption Compliance experience.
- Data Privacy experience.
- Supply Chain/ Export Compliance Program experience.
- Trade Controls experience.
- Vendor management experience.
- Due diligence experience.
- Proven track record of managing stakeholders.
- Proactive, self-starter, persistent, resilient, and comfortable with uncertainty, complexity, and ambiguity.
- Strong negotiation and influencing skills.
- Resilience – ability to maintain ethical standards in a pressurized environment.
- Demonstrated success integrating ethics & compliance into daily business operations.

- Impeccable integrity and commitment to highest standards of professionalism and ethical conduct.

Preferred Requirements

- Experience in the general insurance sector.
- Familiarity with mobile/ telecom industry.
- CCEP, LPEC or other related certification preferred.

- End of this Position Description -

CONFIDENTIAL

For more information, please contact us at team@sogplus.com