



Our Precision, Your Advantage

To support our Compliance Department in Aschheim (Munich) we are looking for a

Compliance Assistant (m/f/d)



About us

KYB Europe GmbH is a subsidiary of the Japanese KYB Corporation and serves the European markets. With 14,000 employees worldwide, the KYB Group generates an annual turnover of around 3.8 billion US dollars. KYB realises 60 percent of this with the sale of automotive shock absorbers. The company is one of the world's leading manufacturers of shock absorbers, springs and accessories and is one of the largest suppliers of original equipment. With 15 factories in Asia, Europe and the United States, KYB has an annual production capacity of more than 75 million shock absorbers. KYB Corporation exports its products to more than 100 countries.

Your tasks

- ◆ Identification of compliance related risks.
- ◆ Creation, improvement, and submission of global and local company's policies and regulations and process specifications.
- ◆ Education and training of employees, and the execution of compliance interviews.
- ◆ Monitoring of company's and employee's activities regarding compliance matters.
- ◆ Identification and investigation in case of non-compliant behavior.
- ◆ Advice and internal communication on all compliance relevant matters in relation to the company, its subsidiaries and branches and its parent company in Japan, and supervision of related compliance measures and structures.
- ◆ Further development of the compliance management system and in the supervision of KYB Europe's subsidiaries and branches of this task.
- ◆ Preparation and execution of compliance-related reporting activities to the company's top management and the company's parent company in Japan.



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What you bring with you

- You have an apprenticeship or a degree with a background in law and/or business administration and have already gained first experience with regulatory requirements in the field of compliance either during your apprenticeship or studies or in your job within an international organization.
- You have a structured and analytical way of thinking and working and the ability to understand complex topics.
- You have a strong understanding of risks and control needs.
- You are strongly motivated to learn the requirements and structure of a compliance management system.
- You have excellent communication skills and attitudes to support a multinational team.
- You are either German native speaker or you have excellent German language skills, high level business English skills and proficient Japanese language skills in both speaking & writing.
- You are used to safe handling of common MS-Office applications.

What we offer

	An interesting, responsible and varied job		A modern company with a high level of innovation
	An attractive salary as well as further education and training		Intensive training and support from the team
	Fair working hours, flexitime		VWL subsidy
	Takeover of the existing company pension scheme		Much more

Have we aroused your interest?

Please send your detailed application (preferably by e-mail) stating your earliest possible starting date to:

Olga Schmunk
Senior Manager Human Resources
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