



*Our Precision, Your Advantage*

To support our KYB Europe Compliance & Internal Control Department in Aschheim (Munich) we are looking for:

## Assistant Compliance & Internal Control (m/f/d)



### About us:

KYB Europe GmbH is a subsidiary of the Japanese KYB Corporation and serves the European markets. With more than 14,000 employees, the KYB Group generates an annual turnover of around 3.8 billion USD. KYB realizes 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 general mission, role and duties:

You will be part of the Compliance & Internal Control department in Aschheim and report to the Compliance Manager. Your main tasks will include:

- ◆ 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 behaviour
- ◆ 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
- ◆ Other instructions from the supervisor



*Our Precision, Your Advantage*

## This is what we expect from you:

- ◆ Apprenticeship or degree with a background in law and/or business administration and already gained first experience with regulatory requirements in the fields of compliance either during apprenticeship or studies or in the job within an international organization
- ◆ Structured and analytical way of thinking and working and the ability to understand complex topics
- ◆ Strong understanding of risks and control needs
- ◆ Strongly motivated to learn the requirements and structure of a compliance management system
- ◆ Excellent communication skills and attitudes to support a multinational team
- ◆ Japanese native speaker
- ◆ High level business English language skills in terms of speaking and writing
- ◆ German language skills are a plus
- ◆ Used to safe handling of common MS-Office applications

## This is what we offer you:



An inspiring and truly international working environment



A modern company with high innovative strength



Attractive remuneration and additional benefits as well as further training and education.



Intensive introduction and onboarding to the job role



Fair working hours



VWL



Takeover of the existing company pension plan



Many further benefits

## Interested?

Please send your application in English, preferably by e-mail, including your salary expectation and earliest possible starting date to:

**Olga Schmunk**  
**Senior Manager Human Resources**  
[karriere@kyb-europe.com](mailto:karriere@kyb-europe.com)