



POSITION DESCRIPTION

POSITION TITLE: Compliance Administrative Assistant

ADVERT TITLE: Compliance Administrative Assistant

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

THE OPPORTUNITY

Our partner, a premier full-service healthcare organization and a leading Australian staffing solutions business boasting a nationwide on-demand workforce, is looking for a dedicated Compliance Administrative Assistant. The team has served the needs of many clients by focusing on a friendly, professional & efficient service and pride themselves on their relationships with clients.

As the Compliance Administrative Assistant, you will be supporting the compliance department and the role involves meticulous administrative support to ensure adherence to regulations. Reporting to the Head of Risk and Compliance, you will play a crucial part in maintaining organizational compliance standards.

KEY RESPONSIBILITIES

- Efficiently manage and organize compliance documentation.
- Monitor and track regulatory changes, collaborating with the onshore team.
- Utilize Microsoft Office, especially Excel, for data management and reporting.
- Demonstrate independence in day-to-day tasks, ensuring compliance goals are met.
- Utilize Salesforce knowledge (preferred) for streamlined data handling.
- Maintain open communication with onshore counterparts and the compliance team.
- Conduct regular audits to guarantee adherence to internal policies.
- Support the preparation of compliance reports and presentations.
- Coordinate meetings and contribute to compliance training materials.

SKILLS, EXPERIENCE & QUALIFICATION



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- Bachelor's degree in relevant field
- Prior experience in compliance or quality related roles.
- Proficient in Microsoft Office, especially Excel.
- Familiarity with Salesforce (preferred but not essential).
- Excellent written and verbal communication skills.
- Ability to work independently while maintaining open communication.
- Exceptional organizational skills with meticulous attention to detail.
- Ability to handle sensitive information discreetly.
- Adaptable and proactive team member who takes initiative with their work
- Has strong sense of accountability

ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.