



POSITION DESCRIPTION

POSITION TITLE: Compliance & Governance Support

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LOCATION: MALAYSIA PHILIPPINES THAILAND 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 is an Australia-based insurance company, tailoring services and creating innovation for the best customer experience. They are looking for a Compliance & Governance Support Officer that you'll provide crucial support to the Security & Governance function in delivering security, risk and governance practices across the Technology business area.

You'll work closely with the Security Risk & Governance Manager who is based in Australia, with great work-life balance guaranteed.

KEY RESPONSIBILITIES

- Assist with internal and external audits, ensuring adherence to relevant regulations and identifying potential risks.
- Help develop and carry out procedures to assess the effectiveness of security controls across various departments.
- Assist with keeping compliance-related documents up-to-date, including maintaining logs and registers (using tools like Eramba GRC).
- Liaise with all stakeholders to ensure timely completion of compliance activities and reports.
- Assist with compiling regular updates on compliance and risk, and help prepare presentations and reports as required.
- Assist with various tasks related to governance, compliance, and risk management, such as drafting communication plans and coordinating activities.

SKILLS, EXPERIENCE & QUALIFICATION

- Possesses intermediate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint) and familiarity with other corporate systems/applications.
- Demonstrates superior time management and organizational skills to effectively prioritize workload and achieve desired outcomes.
- Brings experience in delivering results within a technology environment.



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- Has a minimum of 2-3 years of experience in risk, governance, or compliance. A willingness to learn these skills through on-the-job training is also considered.
- Demonstrates a willingness to take on new tasks and learn new programs as needed.

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