



Example of Junior Compliance Job Description

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Our innovative and growing company is hiring for a junior compliance. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for junior compliance

- Support new migration pipeline into GDBS, markets and Group Functions from a controls & compliance perspective (Control mapping, assessment update, warranty testing)
- Coordination of the tasks of internal auditors / Risk & Control specialists / analysts
- Support the GDBS compliance and ethics agenda to ensure exemplary behaviours and compliance across the business with global policies and guidelines
- Provide admin support for departmental tasks and work as a cover for group assistant when required
- Prepare deliverables relating to VAT compliance services
- Liaise with the clients and the VAT Authorities
- Receive regular feedback offering guidance to help ensure your constant development
- Projects may include regulatory interpretation, compliance technical report preparation (REACH, ELV, SOC, GHS, TSCA, Consumer Product Safety Act,), product regulatory validation, and sustainability services
- Providing an administrative function to the Compliance team
- Assisting the consultants with monitoring and testing of compliance programs

Qualifications for junior compliance

- Basic tax awareness / tax knowledge (based on local or EU legislation)

- Second foreign language (German, Spanish, Italian will be an asset but not required)
- Knowledge of ERP systems (SAP, Oracle) will be an asset but is not required
- Must have a college degree with strong grades
- Positive and