

Digitalization and Process Specialist

Your tasks

As a member of the AUMOVIO Compliance Program team, the Digitalization and Process Specialist plays a key role in implementing, operating, and continuously enhancing the Compliance Management System (CMS). The role combines responsibility for compliance governance, monitoring, and internal controls with the digital transformation and innovation of compliance processes and systems.

The position focuses on operationalizing compliance strategy, ensuring effective and risk-based monitoring, and driving the digitalization and automation of compliance activities. Through the use of modern technologies, data analytics, and AI-based solutions, the role contributes to improving efficiency, transparency, and effectiveness of the global Compliance function while ensuring alignment with legal requirements and corporate standards.

Main responsibilities include:

- Design, implement, and continuously improve compliance policies, governance frameworks, and internal control systems in line with regulatory requirements and corporate standards.
- Drive compliance digitalization and innovation, including identifying automation opportunities, supporting the development and rollout of digital solutions, and contributing to the implementation of AI-based tools (e.g., analytics, reporting, or chatbot solutions).
- Perform risk-based compliance monitoring, including KPI tracking, control testing, and execution of continuous improvement measures to ensure effectiveness of the CMS.
- Support the development and operation of compliance systems, acting as a key interface between business, Compliance, and IT to ensure systems meet business requirements and enable efficient compliance processes.
- Prepare and maintain compliance reporting, dashboards, and documentation (e.g., risk control matrices), ensuring transparency on control effectiveness and compliance status.
- Coordinate internal and external audits, including preparation, documentation, and follow-up on findings and remediation actions.



Job ID
REF10795P

Location
Porto

Leadership level
Leading Self

Legal Entity
**AUMOVIO Engineering Solutions
Portugal Unipessoal Lda**

- Act as an interface between Compliance, business units, and governance functions (Risk, Internal Audit, IT, Legal/Privacy) to ensure proper implementation of controls and systems.
- Monitor regulatory developments and assess implications for processes, controls, and digital solutions, ensuring ongoing compliance and timely adaptations.
- Promote a culture of integrity and compliance, including delivering training, supporting communication initiatives, and enabling adoption of new digital tools and processes.
- Support ad-hoc reporting and special projects, including digital transformation initiatives and cross-functional compliance topics.

Your profile

- Academic degree in Business Administration, Law, IT, Compliance, or a comparable field.
- 5+ years of professional experience in compliance, risk management, internal controls, or digitalization in an international environment.
- Strong expertise in compliance management systems, monitoring frameworks, and internal control systems.
- Experience with digital tools, data analytics, or compliance-related systems (e.g., Power BI, case management, or LegalTech solutions).
- Solid analytical and problem-solving skills, with the ability to translate regulatory and business requirements into effective processes and digital solutions.
- Strong project management and stakeholder management capabilities.
- Excellent communication skills in English (written and spoken); additional languages are a plus.
- Ability to work independently in a dynamic, fast-paced environment and to drive change and continuous improvement.
- Intercultural competence and strong team player mentality.

Our offer

What we Offer:

- Work on impactful, diverse projects driving the future of automotive innovation
- Collaborate internationally: work with teams and stakeholders across different sites and disciplines
- Benefit from flexible working hours
- Grow through learning & development opportunities and access to professional training

Salary range (gross): 39 000 € – 52 000 € per year (base salary), depending on experience, skills and qualifications.

Additional compensation/benefits: performance based bonus.

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

About us

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.