

Compliance Intern

Náplň práce

Company/公司 AUMOVIO德国欧摩威集团

Job Name/职位名称 : Compliance Intern合规部实习生

JD/职位描述 :

Responsible for supporting the daily operations of the Compliance China Team, including:

- Sending invitations, reminders, and reports for the online compliance trainings, as well as maintaining information and handling issues during the process
- Uploading, modifying, and maintaining records of online/offline compliance training
- Searching for compliance-related cases and materials
- Daily administrative work of the department

负责支持中国区合规部的日常工作的开展，包括：

- 合规线上培训系统的邀请、提醒和报告，以及过程中的信息维护工作、问题处理
- 合规线下培训记录的上传、修改和维护
- 合规相关案例、材料的检索
- 部门日常行政工作

Profil kandidáta

Job Requirements:

- Must be able to use English as a working language and be proficient in Microsoft Office software (Excel/PPT)
- Detail-oriented, responsible, good at communication, proactive, and eager to learn
- Availability for 3-4 days per week, preferably for more than 6 months
- Required start time: as soon as possible

职位要求:

- 要求能够使英语作为工作语言，熟练使用Microsoft办公软件Excel/PPT
- 做事认真负责、细致，善于沟通交流，积极主动，乐于学习
- 一周3-4天，6个月以上为佳
- 需要到岗时间：尽快



ID pozície
REF7927R

Miesto práce
Yang Pu Qu

Právnická osoba
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Čo ponúkame

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