

## Compliance Intern

### 工作职责

**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

### 职位要求

#### 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



职位号码

**REF7927R**

所在地

**Yang Pu Qu**

法律实体名称

**AUMOVIO Holding China Co., Ltd.**

- 地址：杨浦区大连路538号

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