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## About the company

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QPlox Engineering is a leading technology company specializing in innovative solutions for IoT frameworks, instrumentation systems, and test automation. Our clients are major multinational enterprises and local companies from automotive, semiconductors, RF, consumer electronics. We are committed to pushing the boundaries of technology and providing our clients with cutting-edge solutions. Our dynamic team thrives on collaboration, creativity, and continuous learning.

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## Job Description

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This role supports pivotal in enhancing risk management and compliance across subsidiary business units. It involves coordinating risk assessments, streamlining compliance frameworks, and driving operational efficiency to meet strategic objectives. Additionally, the role promotes a strong compliance culture and ensures effective communication across departments and subsidiaries.

### Key Responsibilities

- Support the Chief Operating Officer (COO) in Risk Management: Coordinate risk identification and assessment across subsidiary business units, drive compliance framework development, and ensure effective risk prevention and compliance management implementation.
- Continuously Improve Subsidiary Compliance Systems: Collaborate with business departments to optimize and update compliance protocols and business processes, enhancing management efficiency and fostering continuous improvement in compliance efforts.
- Comprehensive Business Process Oversight: Monitor and provide timely support for the progress and feedback of subsidiary business processes, ensuring the smooth execution of COO business requirements.
- Organize and Manage Meetings: Coordinate various professional meetings, arrange logistics, take minutes, and ensure efficient follow-up on post-meeting action items.
- Cross-Departmental Coordination and Project Advancement: Assist the COO in coordinating tasks with relevant departments, monitor key project progress, and ensure the completion and implementation of important matters and assigned tasks.
- Undertake Other Comprehensive Operational Responsibilities: Handle daily operations within the department, ensuring smooth and efficient departmental functionality.
- Promote a Compliance Culture: Organize regular training sessions and outreach activities to ensure a strong understanding and implementation of compliance and risk management across the workforce.
- Respond to and Manage Risk Events: Assist in managing various risk incidents within the subsidiary, including crisis management, emergency response, and implementation of subsequent improvement measures.

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- **Compliance Records Management:** Oversee document management for compliance and risk management activities, ensuring the completeness and traceability of all relevant records.
  - **Maintain Communication with Headquarters and Other Subsidiaries:** Ensure consistent application of compliance and risk management policies across departments and subsidiaries, strengthening collaborative management within the company.

Location: Flemish Region, Belgium

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## Candidate Qualification

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- Master's degree or above, any major considered, preference for candidates with legal experience.
- Strong learning ability, proficiency in office software, and solid written communication skills with the ability to quickly acquire knowledge related to subsidiary business operations.
- Outgoing personality with excellent communication skills, strong logical thinking, comprehensive analytical abilities, and exceptional coordination skills.
- High sense of responsibility, resilience under pressure, and ability to execute tasks efficiently.
- Proven cross-department coordination and teamwork abilities, capable of driving effective collaboration across different business units.
- Keen insight into industry trends, with a proactive approach to adapting and optimizing workflows.
- Strong multitasking capabilities with the ability to prioritize and handle multiple tasks within tight timelines.

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## Benefits

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- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Collaborative and innovative work environment.
- Flexible working hours and remote work options.
- Plenty of learning opportunities.

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## Contact

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Send your CV and application letter detailing their experience and qualifications to [jobs@qplox.com](mailto:jobs@qplox.com) with the subject "**Compliance and Operations Specialist**".

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