

## ADVERTISEMENT FOR VACANT POSITION

**POSITION** : **ASSISTANT COMPLIANCE OFFICER**  
**POSITION GRADE** : **G2**  
**VACANCY** : **1**  
**PLACEMENT** : **PLATINUM SHAUFFMANTZ VERITAS**  
**DEPARTMENT**

### **RESPONSIBILITIES:**

- Assist in the implementation and maintenance of the Management System effectively.
- Keep the relevant records, and maintain, and preserve them.
- To perform pre-audit and post-certification audit activities.
- To maintain and facilitate the accreditation.
- To support the sales and marketing activities to achieve the Department's KPI.
- To arrange scheduling audits related to audit activities.
- To follow up with potential clients for the certification activities frequently.
- To handle and prepare the training materials and training kits.
- Any ad hoc assignment assigns by a superior or management.

### **REQUIREMENTS:**

- Education: Bachelor's degree or Diploma in any field.
- Technical Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Communication Skills: Excellent verbal and written communication skills.
- Analytical Skills: Strong analytical and problem-solving abilities.
- Attention to Detail: High level of accuracy and attention to detail.
- Interpersonal Skills: Ability to work collaboratively with various departments and handle sensitive information confidentially.
- Time Management: Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Adaptability: Flexibility and ability to handle ad hoc assignments effectively.
- Fresh graduates are welcome to apply.
- Good in communication, both spoken and written, presentation and interpersonal skill.
- Committed, meticulous, resourceful, self-motivated and able to work independently.
- Strong command of Malay and English languages.

### **Head**

Legal & Human Resource Department  
Corporate Management Department  
PSV SDN. BHD

*Only shortlisted candidates will be interviewed.*

Approved by:

GMD  
SGI

Date: