

Job Advertisement

- ▶ Position: Compliance Operations Officer
- ▶ Division: Corporate Compliance Department
- ▶ Company: FUJIFILM Europe GmbH
- ▶ Date: 11 April 2019

FUJIFILM is a globally operating technology group. Committed to continuous innovation FUJIFILM brings leading-edge products to a broad spectrum of industries including imaging, medical, graphic arts, consumer electronic, optical and biopharmaceutical products based on its vast portfolio of digital, optical, fine chemical and thin film coating technologies.

FUJIFILM Europe GmbH is the regional headquarter company of the FUJIFILM group based in Düsseldorf and represents the aforesaid business divisions throughout Europe and in some cases throughout EMEA. FUJIFILM Europe operates through local and international branches and subsidiaries.

For our Corporate Compliance Department located at FUJIFILM's European Headquarter in Düsseldorf we are looking for a

Compliance Operations Officer (m/f/div).

Organization

The Corporate Compliance Department, currently consisting of four members, is responsible for setting up and maintaining FUJIFILM Europe GmbH's compliance management system in the areas of antitrust, anti-corruption, white collar crime and data protection. In addition, the Compliance Department coordinates and supports the development of compliance rules, standards, procedures, systems and training for all our group companies in EMEA (Europe, the Middle East and Africa). The Compliance Operations Officer will assume a key role in planning, coordinating and facilitating the execution of compliance activities and projects within the EMEA region. You will be part of a compliance team that closely collaborates with the European Legal Department as well as with other compliance-related functions. You will report to the Senior Compliance Counsel based in Düsseldorf.

Your tasks and responsibilities

- Manage and enhance FUJIFILM Europe's compliance e-Learning program by developing new trainings and managing the roll-out of online trainings
- Organize and execute face-to-face trainings for management, business divisions, affiliated companies and local compliance officers based on the annual training plan as well as on specific demand
- Design and execute internal communication measures to enhance employees' compliance awareness (e.g. through information campaigns, production of videos, creating content on the intranet)
- Create new compliance policies and procedures

- Create and enhance documentation and effective monitoring schemes for defined compliance areas such as anti-corruption
- Strengthen and coordinate compliance activities of local compliance officers and organize the regional compliance officer network meeting
- Communicate with other group companies and advise local compliance officers
- Collaborate with related functions including Legal, Audit, Finance and HR
- Investigate, report and respond to compliance incidents

What we expect from you

- Relevant university degree e.g. in economics, finance, computer science, law, communications or other relevant education
- Minimum of 5 years working experience of which 3 years should have been performed in the area of compliance operations
- Impeccable level of personal integrity and high ethical standards
- High-level working knowledge of key laws relevant to compliance
- Good understanding of the meaning and significance of compliance management systems
- Project management skills and experience
- Ability to understand, create or improve processes and workflows
- High affinity to IT applications, such as Google applications and data base applications
- High cross-cultural, commercial and organizational awareness
- Outstanding cross-functional collaboration skills
- Excellent presentation and communication skills in English and German both oral and in writing; other language skills are a plus
- Availability for occasional business trips within the EMEA region

Your rewards

- Highly international environment
- Great scope for creativity and developing your own ideas
- Opportunities for professional and personal development
- Attractive compensation package
- Social benefits of an international company

If you are interested in joining our Compliance Department, please send your application (including education and qualification certificates) preferably by e-mail to: Ms. Silja Bischoff (silja.bischoff@fujifilm.com).