



INSITE COMPLIANCE

About the Company

Insite Compliance Services is a certified woman-owned, independent global social compliance firm based out of San Francisco, California. We provide retailers and manufacturers with the services needed to identify and prioritize labor issues arising from the operations of their global supply chain, and to develop sustainable strategies for managing those issues effectively. We are currently looking for a Compliance Coordinator to join our China team.

Position: Compliance Specialist

Job Summary & Interrelationships

This is a full-position, reporting directly to the Manager of Insite China. This person works closely within our China team and with San Francisco team to ensure the successful implementation of our services. We are a close-knit group and typically work from an office in downtown Shenzhen when we are aren't traveling. We are looking for a self-starter with a strong ability to work independently, as well as be a dynamic team player as part of a thriving and fast-growing business team.

Job Responsibility & Accountability

Auditing - providing excellent auditing service including:

- a) Conduct the social, security, and environmental audit as team leader/team member of audit team - performing audit according to the auditing procedure and clients' requirements in a professional manner;
- b) Prepare and submit audit reports that are complete, comprehensive and presented in a manner consistent with the Insite Compliance and clients' guidelines;
- c) Provide the feedback to client in timely manner when there is returned question;
- d) Prepare and submit audit files that are complete and consistent with the Insite Compliance and clients' guidelines;
- e) Communicates integrity issue to Regional Manager and Integrity Manager in a timely manner;
- f) Submit complete and accurate expense reports in a timely manner;
- g) Strictly follow the confidential and ethical requirement at all times. Honest and reliable, strong sense of work responsibility;
- h) Keep good standing as APSCA member;
- i) Other tasks as assigned or needed.



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Team Building & Program Development

- a) Coach and develop less experienced Compliance Specialists and trainee in daily work;
- b) Provide assistant on developing program if needed;
- c) Gathering social, security, and environmental audit marketing information;
- d) Collecting feedback and advices through client and factory.

Required Skills and Qualifications

Core Skill

- a) Strong organizational skills and attention to details with ability to manage multiple projects simultaneously in an efficient and professional manner;
- b) Demonstrate the ability to learn, organize, and communicate new subject matter;
- c) Demonstrate the ability to complete and follow up the projects with appropriate and clear working plan;
- d) Work in open collaborative style and is able to work in a team environment with minimal supervision;
- e) Familiar with the operation of factory of consumer production;
- f) Familiar with labor and working conditions, laws/regulations within the manufacturing industry;
- g) Demonstrate the ability of flexibility and independence to work in a changing environment and ability to work interdependently within a team.

Qualifications:

- a) College degree or above;
- b) Good command of written and verbal English and Mandarin;
- c) A minimum of 3+ years of experience working in a coordination role;
- d) Knowledge on ISO 14000, OHSAS 18000 is preferred;
- e) Willing to travel frequently in China;
- f) Software Skills:
Proficient at Microsoft Office (Word, Excel and Power Point).

Please submit CV and cover letter to: Yuki Tse y.tse@insitecompliance.cn

Salary: Negotiable based on related experience and skills. All inquiries will be held in the strictest confidence.

Insite is committed to upholding the fundamental principles of workplace rights worldwide, and to playing a pivotal role in the advancement of social compliance.