



Compliance Coordinator - Asia

About Our Client

AutoZone is an American Fortune 500 company with more than 70,000 employees worldwide. It is the largest aftermarket retail company specialized in Auto parts in the US, with more than 6000 stores. For more than 30 years, AutoZone has been committed to providing the best parts, prices and customer service in the automotive aftermarket industry. The company has a rich culture and history of going the Extra Mile for their customers and community.

Job description

- Daily Coordination for PSI/FA schedule
- Data filing and log
- Approved sample checking and log
- Reconcile factory information and POV with factory and system
- Anti-bribery policy communication with factory
- Guide supplier to follow compliance procedure, including how to apply factory audit / inspection and basic FA/PSI requirements
- Schedule FA and PSI according to production status and PO information, and communicate schedule to factories
- Communicate to Asia Compliance Manager any delays with ATS, resulting from FA or PSI
- Maintain PSI tracker to maintain SKU rotation, price and monitor PSI skip lot record
- Maintain Compliance document database (PSI Attribution File, Sample Log, Approved Sample Card, Approved Sample filing)
- Communicate system delay action steps with third party suppliers and if necessary, to US Compliance Manager
- Approved sample checking and log maintaining

Requirements

- Ethical, comply with corporate code of conduct
- Good communication skills
- Good English reading and writing
- Bachelor or associate degree
- Entry level (prefer supplier compliance or retail supporting background)
- Proficiency in Word, PowerPoint, Excel, MS Project & MS Share Point
- Knowledge of ISO9001 or TS 16949 is preferred

Other information

Report: Compliance Manager

Location: Shanghai

Contact: For inquiries and to apply, please contact career@growhr.com. Mark your application with *Compliance Coordinator*