

## Company profile

Hitachi Transport System Europe (HTSE) is a Japanese company with international logistics service provider (3PL) that is working with its customers to think about a suitable logistics solution. Partly due to innovative solutions and customization, HTSE offers an extensive range of services with global coverage from its European offices. We have business units (branches) in 5 countries in Europe such as UK, Spain, Germany, France and Italy, as well as providing their high-standard logistics service widely around the world. There are almost 200 employees including all 5 EU countries.

\*as of 1 April 2021, Hitachi Transport System (Europe) B.V. merged with Vantec World Transport (Netherlands) B.V.. who has business locations in Schiphol, Rotterdam.

Currently, our CA(Compliance and Administration) department is looking for a Junior Compliance Administrator.

We are looking for someone with flexible mind to deal with various Compliance administrative related project and tasks. We are looking forward to working with a energetic and enthusiastic person to learn new things and to support us!

**Working place:** Schiphol (Prestwickweg 62, 1118 LB) or Waardenburg (Achterweg 29, 4181AD).

**Working hours:** 32~40 hours per week

### Further objectives in this Role:

- Compliance education for employees
- Internal policy management
- Legal check for internal/external contracts
- Internal audit support
- Corporate branding and logo management
- Website renewal administration
- New IT project administration
- Support various projects
- Support improvements
- Ad-hoc tasks

### Ideal candidates:

- No experience needed, but study in compliance and/or internal audit field
- Knowledge in EU labor regulation, corporate law
- Knowledge in internal audit methodology
- Excellent verbal and written communication skills in Dutch and English. (Japanese is not must but can be a plus)
- HBO MER (Management Economie en Recht) diploma is plus
- Strong communication skill with people
- Preciseness and cautiousness
- Experience within an international organisation, working with different cultures
- Proficient in the use of MS Office (Word, Excel, PowerPoint Outlook).

### Reason to apply:

- Multi-cultural environment
- A challenging job, where no day is the same and boring
- Working at the European HQ function to cover various EU countries
- Occasions to attend on various external seminars related to EU regulations