

# Hiring

## Assistant Manager

### Compliance & Regulatory Management



#### Key Responsibilities:

- Manage legal, compliance, and contractual documentation, including policies and SOPs
- Maintain structured digital and physical filing systems for easy, compliant access
- Support ISO 27001, PCI DSS, and ISO 9001 (QMS) compliance and audits
- Coordinate with teams to collect documents for audits, certifications, and regulators
- Track licenses, renewals, SLAs, and internal compliance requirements
- Prepare periodic compliance, investigation, and training reports
- Review agreements for accuracy and consistency with stakeholder input
- Handle regulatory enquiries and provide audit-related administrative support

#### Required Qualifications

- Bachelor's/Master's degree in any field.
- Minimum 3-5 years' experience in compliance, audit, documentation, or related fields.
- Creative and thoughtful communicator with the ability to engage diverse technical and non-technical groups at all organisational levels.
- Certifications in compliance, Labour Law, Internal Audit, or quality management systems (PGDRCM, ISO 27001 Lead Auditor/Implementer, ISO 9001 Lead Auditor/Implementer) are advantageous.
- Proficient in Microsoft Office and document management software.
- Familiarity with PSP, PSO, ISO 27001, PCI DSS, and ISO 9001 standards, with a solid understanding of compliance and regulatory requirements.

#### Benefits

- Weekly two holidays
- Competitive salary (Negotiable)
- Annual performance review and salary increment
- Group health insurance coverage
- Subsidised lunch
- Mobile allowance

#### Working Hours

- 9 Hours
  - 5 Days a Week
- Job Location: Dhaka

Please read the caption to apply for the role



Application Deadline: **20 February 2026**

Apply Link: <https://lnkd.in/gyHRGWgr>