

Compliance Administrator (China) Job Description

Position Title: Compliance Administrator

Department: Legal

Reports To: Textron VP & General Counsel – Industrial Segment (Larry O’Connell) and to TTT China (Finance Controller)

JOB SUMMARY:

The person in this role will be responsible for working independently to support and contribute to the implementation of Compliance policies at Industrial Segment operations within TTT China, particularly within the distributor due diligence process. The position reports to the Textron Corporate Legal department, with local day-to-day management from TTT China Finance Department (Finance Controller)

RESPONSIBILITIES:

- Interact effectively and positively with Textron and Industrial Segment lawyers, Industrial Segment compliance manager, local business unit management and other internal customers with respect to compliance matters.
- With local business unit management input, draft annual Ethics and Compliance Action Plan based on Risk Assessment. Update and review quarterly at E&C Steering Committee Meetings.
- Coordinate quarterly Ethics & Compliance Steering Committee Meetings. Prepare agenda, material, minutes, etc.
- Manage the due diligence process for representatives and distributors pursuant to Textron’s GACC Anti-Corruption Policy.
- Work with Finance department to supervise distributors and ensure compliance with Textron Policy.
- Cooperate with third party in company business licenses management, update and application, etc. including relative documents collecting and preparation.
- Deliver effective compliance training pursuant to the Ethics and Compliance Action Plan.
- Assist Industrial Segment Compliance Manager with reports required by Textron Ethics & Compliance (Annual Report of Compliance, Annual Employee Certification, etc.)

QUALIFICATIONS:

- Excellent verbal and written communication skills (English fluency)
- Capable of working independently and proactively.
- Proficient in MS Office suite software (Word, Excel, Outlook and PowerPoint)

EDUCATION/EXPERIENCE:

- Associate degree in related field required (Bachelor’s Degree Preferred).

- 3 - 5 years minimum work experience in either a corporate Legal Department or a law firm; and/or prior compliance experience working with multi-national company.