

Risk & Sustainability Management Senior Executive

Job Description

- Acts as Central contact and guide for all risk & sustainability management issues; take charge of overall reviews, updates of business process risk mapping, process documentation and control as well as the report on such findings / review status / monitoring for RSMC & management's evaluation.
- Performs Risk Assessment activities that includes Risk Identification, Risk Assessment, Control Identification, Risk Treatment & its Control Activist; identify critical areas and corresponding, recommendations to improve existing processes to increase effectiveness and efficiency of operational activities; also avoid its reoccurrence.
- Initiate and undertake the proper regular communication, prepare presentations periodically as well as when necessary for internal / external departments / management or other relevant interested parties.
- Assist in the implementation of risk & sustainability management services such as risk facilitation and other advisory services and conduct risk awareness risk awareness programs, trainings, knowledge sharing and facilitation.
- To analyze, compile and coordinate risk report submitted by the business division, subsidiary and department adherence to the Company Group Risk Management Policy & Procedure; facilitate and document all the relevant risk & sustainability action plan, program status to RSMC, Management, Audit Committee & BOD.
- To organize quarterly RSMC meetings and perform secretarial duties to the RSMC.
- To perform any other duties as assigned by the immediate superior.

Requirements

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree. Those with accounting professional qualification recognized by MIA or equivalent would be an added advantage.
- At least 2 years of working experience In **Risk & Sustainability Management** or **Internal Audit Environment** is required for this position.
- Proven ability to apply **Analysis** or **Evaluation Techniques**. Applied knowledge in **ERP** is an added advantage.
- Possess strong analytical skills, meticulous, attention to detail, reliable and able to work under pressure to meet tight deadlines.
- Must be self-starter with a high level of diligence, initiative, strong team player, well-organized, have integrity and good sense of responsibility.
- Excellent communication skills, coupled with a flexible and proactive approach to work and willing to share knowledge.