



## **COMPLIANCE SPECIALIST – HUAWEI**

**Location:** Milan, Italy

**Type of Contract:** Agency worker

**Huawei** is looking for a Team Assistant who will support the business unit in performing administrative and compliance. You will also be the daily support for the top management in all their operational tasks. You will have the opportunity to work in a complex, stimulating and fast-paced international environment where you will be able to learn and grow on a daily basis.

### **Responsibilities:**

1. Responsible for the Overall Sample management of Italy CBG to guarantee the security of sample assets. Including but not limited to:
  - a) Managing end-to-end sample operation of handset, smart device of Marketing, Retail and other business departments;
  - b) Planning sample annual demand and budget;
  - c) Sampling shipment and recycling arrangement, especially arrange MKT and Retail sample issues with external partners and suppliers;
  - d) Monitoring the sample KPIs results to ensure end-to end process compliance;
  - e) Organizing Sample stock taking;
  - f) Sampling Data analysis as well as Regular reports;
  - g) Other.
2. Supporting process compliance management to control the business operation risk, including regular compliance test, training & publicity to Business team etc.
3. Responsible for the operation supporting management, including organizing important meeting, TOP task tracking, internal policy & requirement publicity, etc.

### **Requirements:**

1. 1+ years of experience in a similar role is preferred;
2. Fluent in Chinese and English, knowledge of Italian will be considered a huge plus;
3. Proficient use of Microsoft Office suite (Word, PowerPoint and Excel). Especially Excel;
4. Smart thinking, able to independently and proactively arrange daily tasks and drive problem solving;
5. Strong communication skills;
6. Great attention to details. Think before action.

If all this sounds good to you, this could be the right opportunity for your next challenge!

**Please send CVs to [info@icpn.it](mailto:info@icpn.it)  
with mail subject “Application ICPN x Huawei – Compliance Specialist”**