

# Mexico Jobs Expertini®

## Governance Manager, Risk and Compliance Services - Global Governance

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Company: Servicios Comerciales Amazon Mexico S. de R.L. de C.V. - D44

Location: Mexico City

Category: other-general

Amazon's Risk and Compliance Services (RCS) is in search of an experienced governance/company secretariat professional to support our regulated financial services entities across Canada and Latin America (LATAM). Based in Mexico, the successful candidate will join a high-performing team of governance experts collaborating closely with Boards of Directors and Senior Management to ensure compliance with regulatory expectations.

### Core Duties

- Assist the Global Head of Governance in delivering a high-quality governance service, providing advice on a broad range of matters to support Boards and Senior Leaders in fulfilling duties, meeting compliance obligations, and achieving objectives.
- Spearhead the development and enhancement of governance policies, ensuring alignment with regulatory requirements and industry best practices.
- Manage the entire lifecycle of Board and Committee meetings, covering scheduling, coordinating and reviewing inputs, crafting agendas, and efficiently managing minute-taking and action items.
- Conduct regular reviews of existing governance policies, charters, terms of reference, and responsibility matrices, proposing updates to address emerging regulatory changes and organizational needs.
- Support in the appointment and on-boarding processes for new Board members and Heads of Internal Control Function appointments.

- Actively participate in the continuous improvement of the RCS Global Governance Framework, identifying areas for refinement and efficiency.
- Take responsibility for providing governance expertise in ad hoc projects, particularly with Legal/Compliance/Risk Management functions.
- Drive initiatives to streamline and enhance governance processes, fostering transparency and accountability within the organization.

#### About the team

RCS Global Governance Function is responsible for supporting licensed legal entities across all regions, with focus of ensuring, inter-alia, the following:

- 1) Entities are operating according to high corporate governance standards, and in line with the governance regulatory requirements imposed by their respective jurisdictions;
- 2) The Boards of Directors as governing bodies of these Entities, have well-defined and documented roles and responsibilities, and are providing effective oversight and direction for these entities;
- 3) Adequate governance and secretarial support are provided to Boards and Committees and is standardized across all Entities.

We are open to hiring candidates to work out of one of the following locations:

Mexico City, DIF, MEX

#### **BASIC QUALIFICATIONS**

- 4+ years of compliance program management, legal, governance, audit, risk/loss prevention, or equivalent experience
- Bachelor's degree or equivalent
- Experience handling confidential information

#### **PREFERRED QUALIFICATIONS**

- 3+ years of program requirements definition and data and metrics leveraging to drive improvements experience
- Professional auditing qualification, or similar risk or compliance credentials
- Experience with SQL and Excel

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