

## **Job Title: Corporate Compliance and Sustainability Manager**

**Location:** Vashi

**Department:** Legal / Corporate Affairs / ESG

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### **Position Overview**

The Corporate Compliance and Sustainability Manager is responsible for ensuring the company operates in full compliance with applicable laws, regulations, and internal policies while driving initiatives that advance environmental, social, and governance (ESG) performance. This role bridges legal compliance, risk management, and sustainability strategy to protect the company's reputation and create long-term value.

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### **Key Responsibilities**

#### **Compliance**

- Develop, implement, and monitor the company's compliance program, policies, and procedures.
- Conduct regular risk assessments to identify potential areas of vulnerability.
- Oversee training programs to promote a culture of ethics and regulatory adherence.
- Monitor and report on changes in relevant laws and regulations (e.g., anti-bribery, data privacy, labor laws).
- Investigate and resolve compliance issues, ensuring timely corrective actions.

#### **Sustainability / ESG**

- Lead the development and execution of the company's sustainability strategy aligned with global standards.
- Collaborate with cross-functional teams to set and track ESG goals, including carbon footprint reduction, waste management, and social impact initiatives.
- Prepare annual sustainability or ESG reports for stakeholders and regulatory bodies.
- Engage with external partners, NGOs, and regulators on sustainability matters.
- Identify opportunities to integrate sustainability into core business operations and supply chains.

#### **Governance & Reporting**

- Provide regular reports to senior management and the board on compliance status and ESG performance.
  - Support transparent communication with investors, customers, and employees regarding compliance and sustainability commitments.
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### **Qualifications & Skills**

- Bachelor's degree in Law, Business, Environmental Science, Sustainability, or related field (Master's preferred).
  - 5–8 years of experience in corporate compliance, sustainability, ESG, or related roles.
  - Strong knowledge of regulatory frameworks, ESG reporting standards, and risk management practices.
  - Excellent analytical, problem-solving, and communication skills.
  - Ability to work collaboratively across departments and influence senior stakeholders.
  - Professional certifications (e.g., CCEP, CSR-P, GRI Certification) are a plus.
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### **Key Competencies**

- High ethical standards and integrity.
- Strategic and forward-thinking mindset.
- Strong project management and organizational skills.
- Ability to balance business objectives with legal and environmental responsibilities.