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## Title: Compliance Assistant - EMEA

Regions: UK

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### Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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### Position Overview

Reporting to the Employment and Compliance Specialist, the Compliance Assistant provides knowledge, guidance and education to colleagues to allow them to provide excellent service; develops and maintains internal and external tools to ensure that the company's services can be delivered effectively within the set risk parameters and operational workflows, and coordinates with colleagues and external partners to resolve operational issues.

Our ideal candidate will be self-motivated, organized and well presented, with the experience, attention to detail and confidence to undertake all aspects of our research, development and compliance activities, to research problems as they arise, and to provide options and guidance to colleagues and senior management. They will be pro-active, have a "can-do" attitude, with the ability to use their initiative and analyze rules and regulations pertaining to employment law and compliance matters across EMEA.

### Primary Responsibilities

- Research, develop and maintain internal and external documents and templates in line with in-country requirements and the company's services.
- Manage day-to-day relationships with the company's international suppliers and partners.
- Provide day-to-day support, advice and guidance to the front facing teams such as HR Operations and Sales relating to compliance aspects of our services.
- Prepare summaries of local rules and regulations relating to multiple jurisdictions.
- Support the knowledge development of other teams.
- Research, develop, provide user training for and maintain tools and procedures to support the sale, management and delivery of new and existing services;
- Research, develop, implement, document, hand over, maintain and support international products and solutions;
- Ad-hoc support on project related work as required.
- Provide information to allow the sales team to create external marketing documentation and materials;
- Evaluate and report on the risk profile of current products and services.

### Skills and Experience

- Experience in Multi country, HR or employment outsourcing;
- Fluent in English; and or German, French, Spanish and Italian;
- Excellent written and oral communication skills;

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- Experience with key MS Office applications, advanced working knowledge of MS Excel;
- Prioritization skills applied in a fast-paced environment;
- Proven problem-solving skills and experience;
- Experience in Project management an advantage;
- Interest in developing skills and knowledge relating to international labor law and compliance

### **Education and Qualifications**

- Legal, HR or compliance background, or ability to demonstrate exposure to working in an analytical based role
- University degree

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers. In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.