



**Notice of Position Opening
External
Full Time**

Title: Compliance Manager
Posting Number: S-093
Posting Date: April 19, 2024
Reporting to: Associate General Counsel
Grade Level: M1

Applications will be accepted up to May 3, 2024

Bridgestone, a global leader in the tire and rubber industry, is looking to hire an experienced Ethics and Compliance Manager to join our operations in Liberia. The Ethics and Compliance Manager will be responsible for the enhancement and implementation of an effective ethics and compliance program for Firestone Liberia ("FSLB"). You will be a member of the Bridgestone West Ethics and Compliance Team and ensure that FSLB's ethics and compliance program aligns with our global ethics and compliance program. In this position, you will perform a range of duties including evaluating all current and new compliance regulations, reviewing, testing, and assessing processes and controls, conducting internal investigations and leading training sessions. The successful candidate will be an excellent communicator, with in-depth knowledge of the latest industry procedures and regulations. This position will report into the Associate General Counsel in Liberia, as part of the Bridgestone West Ethics and Compliance Team.

Responsibilities

- Design, build, update, and lead the company's ethics and compliance program in Liberia to ensure the program is well designed, is properly resourced and empowered to function in practice.
- Develop and implement company policies, processes, controls, and procedures relating to ethics and compliance. This will include developing local policies, processes, controls, and procedures that align with and promote any regional or global ethics and compliance measures and developing training and other communication materials to educate employees on such measures.
- Design, test and monitor processes and control systems to prevent, detect and address violations of legal rules and internal policies, as well as regularly assess the efficiency of processes and control systems and recommend effective improvements.
- Lead and perform compliance risk assessments.
- Lead, manage, and/or support ethics and compliance investigations in Liberia, including conducting investigations as well as collecting, utilizing and reporting data and metrics.
- Ensure that Bridgestone's Global Anti-Bribery Policy and program are applied and enforced in Liberia.
- Play a leading role in building and sustaining a commitment to integrity by all employees, including engaging leadership to support ethics and compliance, ensuring that there are multiple and effective reporting channels for employees and others to safely report concerns or ask questions, and helping employees and others understand what they need to do to manage ethics and compliance related risks.

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- Perform third party compliance related assessments, including anti-bribery due diligence and monitoring, detecting, and preventing child labor involving third parties.
- Develop training materials and lead employee training sessions on legal and compliance issues.
- Ensure that the FSLB program is aligned with Bridgestone West Ethics and Compliance expectations and the global ethics and compliance program.
- Closely collaborate with other functional groups.
- Undertake special initiatives and perform other duties and responsibilities as directed by the Bridgestone West Ethics and Compliance Team.

Requirements

- Bachelor's degree in law, accounting, finance, business administration or similar field.
- Excellent organizational and time management skills
- Progressive career with people leadership and training roles.

Minimum Qualifications

- A minimum of 5 years' experience as a compliance officer, compliance manager, auditor, or similar role.

Preferred Qualifications

- Demonstrated ethics and integrity, with a clear understanding and adherence to ethical principles, company values and policies.
- Strong knowledge of ethics and compliance, including anti-bribery laws.
- Outstanding oral and written communication skills, collaboration, and interpersonal skills, as well as an analytical mindset and excellent organizational skills.
- Compliance certification or similar credentials desired.

Send resume to: FSLBHR@bfusa.com

Human Resources Department, Firestone Liberia LLC

Please reference this posting number on all documents: S-093

NOTE: Only short-listed candidates will be invited

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