



Job Description: **Compliance Administrator**

Salary: Up to £30,000 (based on experience and hours)

Location: Slough, Berkshire

Job Type: Permanent

Contracted hours: Flexible hours with part-time or full-time options available

Avco Systems Ltd. is a modern, growing Software Development business based in Slough, UK. We work with some of the largest businesses in the UK, Europe and America to help them develop, support, maintain and host their large software projects.

We have a sharp focus on quality, security, and ongoing improvement, and are looking to grow our team with a diligent, hard working person that will help continue to drive the business forward.

This role would suit an experienced individual looking for a flexible position to fit around their lifestyle. We are primarily looking to fill the compliance role (part time) but are more than happy to accommodate a full-time position with additional administration responsibilities in finance, sales, and accounts if desirable.

What's it like to work with us?

You'll be a key member of the administration department, working closely with a friendly, knowledgeable, and helpful team to drive process improvements and safeguard the confidentiality, integrity, and availability of critical data and services.

Why should you join?

We are always looking for the right person to join our fast-growing team of knowledgeable, friendly and forward-thinking individuals, and there's plenty of reasons why you should consider joining us:

- **Excellent job security** - we've been growing for 30 years and have maintained a consistent financial growth year-on-year
- **Flexibility** - we're more than happy to offer you flexible working hours for a part-time role if desired
- **Room to grow** - all voices are heard, and anyone can expand beyond their job role
- **Stay in shape for free** - with our onsite gym
- **Good location** - ample parking and walking distance to the well-connected Slough train station
- **Games room** - unwind with a game of pool, table tennis, Xbox and more



What skills are we looking for?

Essential:

- First-hand experience of working in a similar compliance administration role previously.
- We'd expect someone in this role to have strong written and verbal skills, including the ability to communicate complex information security concepts.
- You should be confident in your ability to manage your own workload and prioritise your time appropriately.

Desirable:

- A basic, high level understanding of GDPR and/or handling GDPR enquiries.
- Experience of working within a technical environment.
- A related, professional accreditation.

Your role and responsibilities:

- Your prime responsibility will be the maintenance of policies and procedures for BS EN ISO 9001 and ISO 27001 standards.
- You'll be our company representative and authority at external audits conducted by third parties.
- You'll undertake and document internal audits for ISO 9001 and ISO 27001 upkeep, along with liaising with the relevant department heads.
- We need you to take ownership of planning and coordinating operational activities established for the Management System, such as management reviews, forums, etc.
- You'll also be helping to develop scenarios for the Business Continuity Plan, Incident Response Plan, and Disaster Recovery testing; as well as documenting findings from tests and any remedial actions.

If you think we're a good fit for you then don't hesitate to get in touch.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

Strictly No Agencies.

