

Group Compliance and Policy Coordinator (PARIS / FULL-TIME/ M/F)

About Comgest:

Comgest, a global asset management group with a single focus on equities, is 100%-owned by employees and founders. This broad partnership – of over 35 years – drives an unconstrained, quality growth and responsible investment approach that is applied to both developed and emerging markets. With headquarters in Paris and offices across Europe, Asia-Pacific and North America, Comgest serves investors around the world who share our long-term investment horizon. With more than 200 employees of 30 different nationalities, Comgest serves a diverse global client base and manages assets of over €29.7 billion (unaudited data as of June 2023).

Job Description:

We are currently seeking to hire a **Group Compliance and Policy Coordinator** to join Comgest, S.A. in Paris, France.

The Compliance and Policy Coordinator will report to the Global Head of Compliance, Legal & Risk and will play an important role in researching regulatory and compliance topics, drafting and maintaining Group policies and guidelines, coordinating marketing compliance and overseeing Group coordination on data protection across the Comgest entities.

The role will involve collaboration with various departments and entities within the Group, requiring effective communication and coordination.

General Overview of Responsibilities:

- Draft, review and maintain Group level policies, coordinating with other Group entities to ensure adherence to legal and regulatory requirements.
- Assisting the Global Head of Compliance, Legal & Risk in coordination, oversight and reporting in relation to the application of Group policies and procedures.
- Conduct research on relevant compliance topics and stay up-to-date with industry regulations.
- Serve as an internal expert resource on industry regulations and guidelines regarding marketing/advertising materials and cross-border commercial compliance as well as related subjects including Global Investment Performance Standards (GIPS).
- Maintain compliance guidelines and compliance approval procedures for the Group's marketing and communications activity.
- Work with the broader compliance teams in reviewing marketing communications (including presentations, client reporting, social media, request for proposals, press releases, advertising, etc.) for compliance with legal and regulatory requirements in jurisdictions in which the Group operates.
- Facilitate Group coordination efforts related to data protection, working closely with cross-functional teams to ensure compliance with data privacy standards.
- Assist, where needed, in the development and delivery of compliance training programs for employees.
- Collaborate with the business and control functions to evaluate current processes, identify areas for improvement and implement solutions.
- Coordinate and assist with projects as requested by the Global Head of Compliance, Legal & Risk.

Qualifications/Skills:

- The ideal candidate will have a minimum 5 years' experience in a legal or compliance role within the financial services industry (preferably asset management/ funds).
- Excellent research and analytical skills.
- Exceptional written and verbal communication skills in English.
- Knowledge of French, German or Italian is a plus.
- Ability to work both independently and collaboratively with cross-functional teams.
- Detail oriented and able to manage multiple tasks simultaneously.
- Proficient in Microsoft Office.

Comgest is an Equal Employment Opportunity/Affirmative Action Employer. We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialised subject-matter expertise.