

**VIG Re, the reinsurance company of Vienna Insurance Group**, is a young and dynamic company with international operations mainly in Central and Eastern Europe. We believe in excellence at work, which is built on team spirit, and continuous development of our professional skills. We work hard, but we also like to have fun. Our colourful company culture is quite exceptional for the reinsurance market. For more information, please check out our website: [www.vig-re.com](http://www.vig-re.com).

## COMPLIANCE ASSISTANT

Our Legal and Compliance Department is looking for a new colleague to support our Compliance Team on a part-time basis. Our aim is to ensure that the company complies with all laws and regulations. We also provide compliance-related legal advice to our business teams and manage communication with the authorities.

### What we do:

- making sure that VIG Re is conducting its business in full compliance with applicable national and international laws and regulations that pertain to the reinsurance industry, as well as professional standards, standards of Business Ethics, accepted business practices, and internal standards
- legal advice to other departments

### Your Responsibilities:

You will be providing support to the Compliance Function in its daily tasks, which will include:

- assisting in client due diligence process
- preparing KYC documentation
- providing sanctions screenings
- assisting the Compliance Function in conducting compliance audits
- preparing materials for internal compliance related trainings
- assisting in drafting compliance reports
- others, mainly administrative support

### Who We Are Looking For:

- Student (law, economics or related fields) from the 4th year
- Good communication skills
- Proactive and creative approach, team player
- Responsibility and reliability
- Advanced spoken and written English, other foreign language is an advantage

## What We Offer:

- DPČ contract for 4 hours a day (part-time job)
- Unique Insight into the compliance management of a reinsurance company with global operations
- Interesting work, where there's always something new to learn
- Dynamic and friendly team that will always work together and help you
- Work in an international environment
- Use of English on daily basis
- Workplace in the heart of Prague

## Contact:

VIG RE zajišťovna, a.s.

<https://www.vig-re.com/career/>

**Send us your curriculum vitae and motivation letter in English.**

We look forward to meeting you!

You can find information about the way we process your personal data at our website at link [http://www.vig-re.com/files/data\\_protection/privacy\\_notice.pdf](http://www.vig-re.com/files/data_protection/privacy_notice.pdf)