Compliance Assistant

Deadline:
23-12-2026

Office:
Limassol, Cyprus

Would you like to kick-start your compliance career in an exciting position with global responsibilities and exposure? Do you thrive in a flexible, flat organisation that is always striving to be better than yesterday? Then you might be the skilled and ambitious Compliance Assistant we are looking for to support trading activities.

Job description

Monjasa is a leading global partner in the oil and shipping industry who believes strongly in driving Personal Business. We aim to inspire our business partners and become first choice by challenging status quo with our original solutions. We are thus on the lookout for a colleague who can identify with Monjasa's values and is capable of building strong relations both internally and externally.

This is a fixed-term, 12-month maternity cover where you will contribute to the team while gaining valuable experience and developing your expertise.

With an increased focus on regulatory compliance globally, the group compliance team plays a pivotal role in our daily business activities. You will join a team of dedicated and respected compliance professionals who, together, ensure that our activities always remain compliant.

In your role as our new Compliance Assistant in our Limassol office, your overall responsibility will be to provide an optimum level of support to ensure our operations comply with all current and future laws and regulations Along with handling queries and offering pragmatic solutions, you will work closely with the compliance teams that oversee group-wide operations. Accordingly, adaptability and recognizing the value of teamwork are essential.

"Success in this role depends on your ability to collaborate with trading teams and effectively implement Group Compliance's goals across the organization,"
says Iris Marieke Kleinekorte, Group Compliance Senior Manager.

Areas of focus

- Supporting and advising the trading floors to ensure day-to-day compliance
- Responding to compliance queries in a timely manner, providing pragmatic solutions, and escalating when required
- Engaging in compliance discussions with local and global peers in the industry
- Carry out project-related tasks and ensure that the assigned objectives are delivered
- Assist with onboarding of new employees and/or trainings when necessary
- Provide help in preparing monthly, quarterly, and annual compliance reports
- Offer support to the group compliance team as required

Your professional skills

- Relevant education within Law, or Compliance, or equivalent
- Minimum 2 years of working experience (post-graduate role, internship, student job or similar)
- Exposure to high-risk environments, e.g., within banking, legal, audit, oil/shipping or energy
- Knowledge of the ISO 37001 Anti-bribery Management Systems, Competition Laws, and Global Sanctions will also be a considerable advantage
- An experienced user of Microsoft Office
- Knowledge with AI screening tools, e.g., WorldCheck or Dow Jones, is an advantage
- Fluent in both written and verbal English and any other language is a plus.

Your personal skills

- Detail-oriented with a high-quality focus
- Able to deal with ambiguity and tight deadlines

•Flexible and inquisitive with a well-developed sense of urgency
•Proactive with a holistic view and a strong drive
•Adaptable, approachable and a team player
•Able to work in in fast-paced, multicultural setting