

## Compliance Officer | M/F | LISBON

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### SUMMARY OF POSITION

CBRE Portugal is looking for a Compliance Officer to support the Chief Compliance Officer (CCO) in Portugal. The role is based in the CBRE Lisbon office and may involve traveling throughout Portugal and occasionally abroad, to participate in learning sessions or CBRE conferences.

The candidate will be supporting the CCO in overseeing and implementing the Compliance Program in Portugal.

### DUTIES AND RESPONSIBILITIES

- Oversees local compliance general activities and processes.
- Participates in the annual Compliance risk assessment and supports the implementation of the relevant action plan.
- Oversees Conflict of Interest controls.
- Oversees Anti-Money Laundering controls and approvals
- Oversees Anti-Corruption controls and audits.
- Participates in the implementation of the Data Privacy Program.
- Provides Compliance Training (new staff in compliance procedures / all staff in new procedures or updates).

### PROFILE

- Master's degree in Law.
- Preference for previous experience within a compliance role.
- Ability to problem solving in a commercial environment.
- Experience in reviewing and approving anti-money laundering checks.
- Good presentation skills and reporting writing.
- Able to write procedures in line with regulation and legislation.
- Time management and prioritization is essential.
- English proficiency.

Please send your CV and presentation letter in English to [Jrhs@cbre.com](mailto:Jrhs@cbre.com) including in the following subject: **Compliance Consultant**