

Role: Compliance Administrator

Location: Manchester – HQ

Salary: Up to £30k per annum

Company Overview:

ConnexAI is a UK-based market leader in Omnichannel solutions, leveraging AI technology to enhance communication across multiple channels. ConnexAI has been recognised as one of the top 15 fastest-growing tech companies outside of London. Established in 2013, we operate globally with offices in Manchester, Durban, Miami, Melbourne, and Barcelona.

Role Overview

We are looking for a Compliance Administrator to support our Compliance Manager in maintaining ISO9001, ISO27001, and ISO22301 standards. This role involves GDPR compliance, risk management, and general administrative tasks to ensure legal and regulatory compliance.

Key Responsibilities:

- ISO Compliance: Maintain and update ISO9001, ISO27001, and ISO22301 documentation. Coordinate with departments for compliance.
- Risk Management: Assist in identifying compliance risks, maintaining risk registers, and updating risk assessments.
- GDPR Compliance: Support GDPR adherence and maintain records of data processing activities.
- General Admin: Provide administrative support, organise documents, prepare reports, schedule meetings, and assist with supplier management.

Qualifications & Skills:

- Experience in a compliance-related role (ISO9001, ISO27001, ISO22301 preferred).
- Basic understanding of risk management, health and safety, and GDPR.
- Proficient in Google Workspace (Docs, Sheets, Slides).
- Detail-oriented with strong organisational skills.
- Proactive, confident, and eager to learn.

Why Join Us?

- Be part of a fast-growing tech company with a global presence.
- Work in a collaborative and supportive environment with career growth opportunities.
- Contribute to innovative compliance initiatives within a dynamic team.