

Compliance Administrator

The role:

This role involves assisting the company to handle all aspects of business compliance, covering supplier and customer documentation and supporting staff at all levels across the business whilst ensuring that the necessary compliance checks are completed.

This role will involve a wide variety of administrative tasks including reviewing, collating, and following up on outstanding documentation by liaising both internally and externally, and the maintenance of the QMS & procedures.

The key focus of the role will be to improve and document business processes, in such to maintain our ISO9001 approval and surveillance & audit planning.

Key Duties & Responsibilities:

Updating information in the Quality Management System (QMS) and maintaining our ISO9001 approval and annual audit readiness

Liaising across the business to ensure that outstanding information is requested from clients and/or third parties and along with system updates

Assisting the team with both new business & growth projects

Maintaining registers including site visitors, gifts and hospitality, data protection (GDPR), development plans, training plans and risk register matters

Dealing with ad hoc queries, including product data sheets, certificates of conformity, delivery notes, material certificates, and full product/process traceability

Handling of any NCR, quality matters, 8D reporting and corrective action(s)

Administrative tasks involving support of office processes and holiday/sickness cover when necessary

Ad hoc research tasks

Assisting with compliance projects

Skills Required:

Strong organisational skills

Ability to think, analyse and use initiative

Attention to detail

Ability to work under pressure and to tight deadlines

Excellent IT skills

Good interpersonal skills

Prior knowledge and working within an ISO9001 environment is a distinct advantage

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred
- Proven experience in an administrative role
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong organizational skills with the ability to multitask and prioritize tasks effectively

- Excellent verbal and written communication skills
- Attention to detail and accuracy in work
- Ability to maintain confidentiality of sensitive information
- Strong problem-solving skills and ability to work independently

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the on-going needs of the organization.

Job Type:

Full-time

Benefits:

Bereavement leave
Company events
Company pension
Cycle to work scheme
Free parking
Life insurance
On-site parking
Sick pay
Store discount

Schedule:

Monday to Friday

Supplemental pay types:

Bonus scheme
Loyalty bonus

Education:

A-Level or equivalent (preferred)

Ability to Commute:

Dudley (required)

Dudley:

Relocate before starting work (required)

Work Location:

In person