Job Advert

Texecom

Looking after the things people care about, wherever they are.

Job Title: Compliance Administrator

Duties & Responsibilities

Although there will be a significant amount of overlap in practice, the core responsibilities of the role can be broadly separated into product compliance and new product introduction (NPI):

Product compliance:

- Work in partnership with the compliance manager on compliance projects across the range of Texecom and Klaxon products, e.g. managing external service providers, preparing documentation packs, test samples, etc.
- Support the compliance manager and quality team with ongoing internal and external factory audits.
- Renew certificates with the various Approval bodies.
- Update Approval bodies (e.g. Kiwa) of changes to any approved products.
- Take a proactive approach to identifying any gaps or potential gaps in product compliance and ensure these are reported promptly.
- Advance ongoing improvements to departmental data and service requests from internal or external stakeholders to provide compliance documentation.
- Keep informed of any changes to relevant legislation or standards.
- Manage Texecom's product label data to ensure compliance with regulatory and quality requirements and maintain a process for labelling changes to be made in a controlled and traceable manner, and support production in ensuring correct creation of labels in practice.
- Take a proactive approach to identifying any gaps or mismatches in product data and ensure these are reported or corrected promptly.

General duties:

- Day-to-day administrative tasks, e.g. filing documents, shipping samples, raising purchase orders, etc.
- Support queries on Products, Declaration of Conformation and Declaration of Performance, reviewing and updating DDM with any changes to the standards.
- Weekly provision of Declaration of Performance for German sales orders.
- Support the OME customer with data required for them to approve into the additional regions sending required documentation direct to the test houses.
- Manage, record and track Golden Samples going in and out of the business.
- Support and, where appropriate, instigate continuous improvement projects around business processes, tools, and team knowledge.

- Maintain a repository of standard operating procedures and learning material to support the role.
- Comply with all health and safety procedures and take a proactive approach to improving health and safety within the business.

Skills & Experience

The successful candidate must have:

- Significant experience of data creation, administration, and document management within a quality-controlled enterprise resource planning system.
- Excellent problem-solving skills and the ability to assess challenges from all angles to find the best solution.
- Good communication skills and the ability to both contribute to and lead teams of colleagues.
- The strength to challenge others when necessary, and to work well under pressure.

It would be advantageous if the candidate has:

- An understanding of relevant CE and UKCA product regulations and directives, especially the construction products regulation (CPR).
- Experience with relevant standards such as EN 50131-X and EN 54-X.
- Experience in the fire and security industry.
- Experience with supporting quality audits such as for ISO 9001 etc.

www.texe.com