# PRODUCT QUALITY, SUSTAINABILITY & COMPLIANCE CO-ORDINATOR

# Design | Full-time | Temporary (aprox. 12 months)

### Overview

We have an exciting opportunity for a Product Quality, Sustainability & Compliance Co-ordinator to join our Design team in Bourne, Lincolnshire. This is a temporary role to cover maternity leave and will report the Head of Design and work alongside the Sustainability Director.

The main focus of this role is to manage and develop key supplier compliance, regulations, and testing requirements for all of our product lines. This role is a key part of our overall strategy as we are striving to be a business with sustainability and the environment at the forefront of our minds.

## All About You

We are looking for someone who is able to manage the complexity of a diverse product offering and who has a genuine interest in product. You will have a keen eye and investigative know how to improve our quality control process, both with our suppliers and in house. You will have brilliant organisation with and the ability to balance your workload and deadlines. In addition, you will relish the opportunity to join a dynamic and passionate team as well has working collaboratively with other departments. The ideal candidate will have a proactive outlook, a strong can-do attitude and excellent problem-solving skills.

#### Key Responsibilities

- Supplier compliance: research, co-ordination, and management to ensure our supplier standards and certification is kept up to date in line with our values.
- Responsible for reviewing each season's product development to ensure we are in line with our responsible values and to highlight and implement any areas we can improve.
- Responsible for season launch lists to ensure no product compliance/testing has been missed for the new season.
- Product regulation research and implementation in key product categories.
- Management of regulation data and consultants to ensure we are always compliant and in line with industry changes.
- Co-ordinating supplier audit processes and follow up requirements.
- Being the main point of contact for product quality concerns within the business and managing change.
- Liaising with our customer experience team and warehouse team to ensure quality issues are investigated in a process driven manner.
- Creating and implementing a QC feedback company process.
- Reviewing our current product offer to see where we can improve our environmental and sustainability footprint where it is viable to do so.
- Helping to define our substantiality credentials and ensuring our continual improvement in this important area.
- Responsible for reporting on these key areas for the business.
- Liaising with our Sustainability Director on our overall company sustainable and environmental commitments.

### Experience, Requirements & Attributes

- Demonstrate strong understanding of our brand.
- Excellent team player and interpersonal skills.
- Fantastic organisation skills.
- Ability to prioritise workload.
- Analytical minded.
- Proactive in approach
- A genuine interest in lifestyle, homewares and interiors is an advantage.
- The successful candidate must have Right to Work in the UK.