

# QUALITY & COMPLIANCE CO-ORDINATOR

Design | Full-time | Temporary (approx. 12 months)

## Overview

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

The main focus of this role is to manage 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 a diverse product offering and who has a genuine interest in product. You will have a keen eye for detail both with our suppliers and in house, brilliant organisation with the ability to balance your workload and deadlines. In addition, you will relish the opportunity to join a dynamic and passionate team as well as 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 sustainability values and to highlight and implement any areas of improvement.
- 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.
- 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.
- Maintaining and reviewing the QC and returns feedback process, updating the wider teams on key trends and implementing change where needed.

## 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.

## The Package

Salary will be dependent on experience and skills, complimented by our employee benefits package that supports our people's physical, mental and social wellbeing. We also offer a flexible hybrid working arrangement for this role.