

Job Title:	Technical Compliance Officer		
Department/ Group:	OMEX Environmental Ltd		
Location:	Home / Office		
Level/ Salary Range:	Enquire within	Position Type:	Permanent
HR Contact:	Ally Edwards	Date posted:	2 <sup>nd</sup> November 2021
<b>Applications Accepted By:</b>			
E-mail: <a href="mailto:careers@omex.com">careers@omex.com</a> For the attention of: Ally Edwards		Closing date: 30 <sup>th</sup> November 2021 Interviews scheduled as soon as possible after the closing date.	
<b>Job Profile</b>			
<p><b><u>The Company</u></b></p> <p>OMEX Environmental Ltd. is looking for a highly motivated, personable, resourceful individual with a high degree of attention to detail who can actively manage the day-to-day compliance requirements, working with internal and external stakeholders to ensure all H&amp;S, BSI/ISO, SDS, REACH, CLP, export declaration and quality control requirements are managed efficiently and effectively as well as assisting in the Company's sustainability agenda. This role reports to the Technical Director</p> <p><b><u>Core Functions</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Technical Compliance</u></b> <ul style="list-style-type: none"> <li>○ Keep up-to-date with current rules and regulations around the core activities of the business</li> <li>○ EU &amp; UK REACH management for company and product compliance</li> <li>○ Monitor legislation and maintain compliance and documentation</li> <li>○ Coordinate all REACH, CLP, hazardous and poisonous substances requirements</li> <li>○ Provide compliance technical support to colleagues and customers</li> <li>○ Work closely with the laboratory and operation teams providing assistance to maintain compliance on relevant subjects</li> <li>○ Liaise with external compliance contractors</li> <li>○ Liaise with external stakeholders to improve current procedures and maintain compliance</li> <li>○ Liaise and support the HSSEQ Manager as and when required</li> <li>○ Regularly audit relevant documentation and suggest continuous improvement plans</li> <li>○ Support other OMEX UK Group businesses as required</li> </ul> </li> </ul>			

- Support import and export business requirements
- Maintain customer and supplier relations
- Monitor and keep relevant staff training up-to-date
- BSI support for company certifications
- **Other functions:**
  - Keep up-to-date with current rules and regulations around business activities incorporating environmental and sustainability criteria
  - Support the Environmental business in achieving theirs and Group Companies sustainability objectives
  - Monitor and benchmark external business requirements to assist in driving company policies forward
  - Write detailed data reports and create presentations for internal & external stakeholders
  - Assist with Project Management in related areas
  - Liaise with the marketing department on promotional activities
  - A flexible approach is welcomed to assist in other parts of the business as and when is required

#### **Job Skills**

- BSc or equivalent qualification in related sciences eg: Biochemistry, Chemistry, Chemical engineering, Environmental sciences or other job-relevant specialist certification or experience such as involvement in international trade activities
- Previous working experience in related industries is preferred
- Proven track record of working within a relevant compliance environment,
- Experience in managing REACH and CLP legislation would be advantageous
- Working knowledge of MS Navision Dynamics
- Proficient in MS office package
- Excellent organisational & structured approach for day to day role activities
- Must have excellent interpersonal and communication skills; both written and verbally
- Ability to work under own initiative and work well as a team member with other groups within the UK businesses
- Energetic and highly motivated
- Full, clean driving license

Hours of work will be: 8:00 to 5:00pm Monday to Friday (with extra hours where necessary). Some overnight stays may be required as well as intersite travel.

When you join the OMEX family, we enroll you in our excellent Contributory pension scheme. You have the option to join our Contributory Health Care scheme along with an excellent remuneration package.