



## **Vacancy**

### **Compliance Administrator**

(Hainault / Chesterfield)

We currently have a vacancy for a Compliance Administrator, reporting to the Technology Services Manager.

The Compliance Administrator will be responsible for the administration and progression of all regulatory compliance requirements associated with the business processes through the Company.

The job will include daily interaction with both customers, and FCS departments who operate outside of the R&D Group. Strong organisational and communication skills are therefore an essential part of the skillset required of this role, along with the ability to ensure progress is being made with all regulatory compliance activities.

The job holder will act as the contact point for chemical safety registration of new raw materials into the PV database, and for new R&D chemical risk assessments. Support will also be provided for issues such as conflict minerals, certificates of ingredients, transport regulations etc. In all cases, customer deadlines will be logged and monitored.

This is an important role within the Technical organisation, with many challenges and the opportunity to make a significant contribution to the success of the company.

#### **Preferred Education & Experience to fulfil role:**

- Full UK Driving Licence.
- Ability to work under pressure.
- Excellent communication skills at all levels.
- Good IT literacy including the ability to use MS Word & Excel.
- Educated to GCSE level, with a Chemistry qualification being an advantage.
- Experience of administration roles within a manufacturing company.
- Knowledge of basic coatings technology.

#### **The successful candidate will:**

- Will possess good communication skills.
- Good level of IT literacy with the ability to use MS Word and Excel.
- Be comfortable handling and processing chemical information.
- Have good problem solving skills.
- Be highly motivated, responsible, and maintain an inquiring mind.
- Be comfortable with working to deadlines.

Interested applicants should forward their CV to: Lina Bytautiene, Human Resources Manager  
[lina.bytautiene@fcsonneborn.com](mailto:lina.bytautiene@fcsonneborn.com)

**Closing Date: 28/01/ 2022**