

Job Description

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| Position: | Technical Compliance Coordinator UK & DFI |
| Department: | Technical |
| Reporting to: | Head of Technical |
| Job Function | |
| To coordinate Technical & Environmental data including data sheets, test data & specialist strategic compliance. Maintain all product regularity compliance databases with regular updates on performance & environmental. Coordinating locally & remotely with each of the international businesses. | |
| Main Duties | |
| <ul style="list-style-type: none"> • Support Head of Technical in relation to all technical and environmental data. • Co-ordination & commissioning of any materials for UK/DFI specific testing. • Assist Head of Technical on audits - CSTB, Indoor Air Comfort Gold. • Maintaining accurate technical records - data sheets, technical library. • Undertake investigational based tests where required. • Undertake competitor benchmarking - co-ordination of materials for analysis. | |
| Additional Functions | |
| <ul style="list-style-type: none"> • BIM objectives. • Assist Head of Technical to conduct in house testing. • Maintain and update website technical content and Sharepoint content. • Support internal customers with concise and up to date technical information. • Assist Head of Technical on local NPD / accessories. • May be required to travel in UK and Europe. • Conduct administration duties as directed by Head of Technical. • Maintain and keep up to date all internal test facilities. | |
| Person Specification | |
| <ul style="list-style-type: none"> • Able to work on own initiative to tight deadlines. • Familiar with flooring industry standards and procedures. • Excellent IT skills in Word, Excel, Outlook, PowerPoint etc. • Professional, enthusiastic, disciplined and a team player. • Extremely well organised, methodical, with excellent attention to detail. • Excellent administration skills. • Flexible approach, with positive attitude. • Conscientious, discreet, with a confidential approach both on and off-site visits. | |
| Experience | |
| Minimum 3 years (preferably 5 years) recent experience in a technical / laboratory / compliance / regulatory support role in any of the following industries - floorcoverings / adhesives / plastic / rubbers / coatings / physical testing. | |
| Qualifications | |
| <ul style="list-style-type: none"> • Minimum GCSE's including Maths & English at grade B or above. • Preferably A levels or degree in physical sciences. | |