



PRODUCT COMPLIANCE ASSISTANT

Location: Commotion Ltd, Commotion House, Morley Road, Tonbridge, Kent TN9 1RA
Department: Product Development
Report to: Brand & Product Research Manager
Salary: TBA
Hours: 08.30 – 17.00 Monday to Friday
Benefits: 20 days annual leave plus bank holidays; Workplace Pension Scheme; Group Life Assurance Scheme; Company Permanent Health Insurance Scheme

Main Objective:

To provide essential administrative support to the Commotion team.

Principal Duties:

- Timely review of product certification and ensure updates where necessary
- Manage the product compliance critical path
- Create and organise declarations of conformity (DOC), bills of material (BOM) & product risk assessments
- Work with Brand & Product Research Manager on testing requirements for new product
- Communicate with our factories to arrange for test samples to be sent to our nominated test lab or their own lab
- Communicate with our nominated test lab or supplier to arrange test samples, submissions, updates and any other related queries
- Support the customer service and sales support teams with product compliance queries from customers
- Keep up to date on regulatory changes and update our testing criteria as appropriate
- Work to collate and maintain all factory ethical and technical audits, ensuring all audits are up to date

Other Duties & Responsibilities:

- Provide cover and assistance for colleagues in the Product Development team
- Carry out any further duties necessary to increase the efficiency and effectiveness of the Product Development Team, implement/improve procedures/processes in the department
- Report key issues to Manager as appropriate
- Undertake any duties that are reasonable and within your ability as requested by the management

Preferred Skills / Experience:

The successful candidate will require the following skills:

- Hard working, motivated with superb attention to detail and high level of accuracy
- Highly organised and capable of managing a varied workload
- Excellent communicator and team player
- Hold a GCSE in Maths and English as a minimum
- Good understanding with Microsoft Office applications, including Outlook, Excel (advanced, preferable) and Word

For enquiries or to apply please email lisa@commotion.co.uk