

HeiQ Materials AG is a dynamic Swiss company developing, producing and actively marketing high performance sustainable effects for textiles. With its offices and manufacturing facilities in Switzerland and its global network of partners, HeiQ is well placed to serve the needs of customers on the international market.

We are currently looking for a highly motivated

Regulatory Compliance Manager

The Regulatory Compliance Manager is responsible for planning, coordinating and executing the compliance obligations of the company. The Regulatory Compliance Manager will maintain the latest awareness of regulatory environment and how this impacts HeiQ's products and business operations. The position will involve interfacing with external parties such as regulatory authorities and consultants and also communicating internally within the company to ensure regulatory compliance. The position will involve generating documents and filings relevant for supporting the regulatory compliance of HeiQ's products.

Duties and responsibility:

- Maintaining current knowledge of laws and regulations relevant to the production and sale of chemical formulations (eg. chemical regulations, biocide regulations, occupational safety etc.).
- Keeping abreast of current and impending changes in national and international regulations.
- Planning and coordination of company activities to ensure compliance with relevant legislation and any required filings and submissions.
- Communicating regulatory status and issues with stakeholders across the company. Regular reporting on progress of implementation, and assisting these components in establishing methods to improve efficiency and quality of services.
- Coordinating the drafting, releasing and maintaining of internal policies and procedures relevant to regulatory compliance.
- Diligently monitoring compliance within the company and actively working to improve compliance processes.
- Managing compliance with industry accreditation bodies (eg. Oekotex, Bluesign, ISO etc.).

Desired skillset:

- Bachelor Degree (chemistry or biology).
- 3 - 5 years of legal or compliance experience, preferably from within the chemical industry.
- Strong knowledge of regulatory environment and issues relevant for production and marketing of chemical products.
- Experience with drafting safety datasheets and other documentation required for regulatory support of chemical products.
- Experience with textile industry accreditations such as Bluesign and Oekotex.
- Excellent written and verbal communication skills.
- Self-motivated and dynamic personality willing to build and manage a comprehensive compliance program.

We offer you an attractive employment in Bad Zurzach (Headquarters).
A young, international and motivated team is looking forward to welcome you.

Interested in this offer? Please send your application to: tomasi@heiq.com