



ia Industrial Ancillaries

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Compliance Co-Ordinator

Job Title: Compliance Co-Ordinator

Location: Chesterfield, Derbyshire S44 5JX

Job Type: Full-Time

Working Hours: Monday to Friday 8.30am to 5pm

About Us:

Industrial Ancillaries Ltd are an independent family owned Industrial Supplies and Engineer's Merchant and have been providing a *Service to Industry* since 1969.

We are a dynamic and customer-focused company dedicated to providing exceptional service and support to our clients. We are looking for a friendly and proactive Compliance Co-Ordinator to join our team and help us maintain our high standards of customer satisfaction.

Our Head office and national distribution centre is in Chesterfield, where we ensure next-day delivery across the UK from our large stock inventory, we also operate a sales office in Aberdeen.

Industrial Ancillaries are proud to be accredited with ISO 9001, ISO 14001 and ISO 45001 and hold many other accreditations to support our commitment to quality services and environmental awareness.

Our wide range of products covers many areas of industry but our main focus is on the *Fluid Power* and *Compressed Air* industries.

Key Responsibilities:

- **Develop and Implement Compliance Programs:** Oversee compliance programs to ensure adherence to ISO 9001 (Quality Management), ISO 14001 (Environmental Management), and ISO 45001 (Occupational Health and Safety Management) standards.
- **Audit and Inspection:** Conduct regular internal audits and inspections to identify non-compliance issues and areas for improvement. Prepare for and manage external audits.
- **Policy Development:** Develop, update, and enforce company policies and procedures to ensure compliance with relevant standards and regulations.
- **Training and Education:** Provide training and support to staff on compliance requirements and best practices. Foster a culture of continuous improvement and awareness.
- **Risk Management:** Identify and assess compliance risks. Develop and implement risk mitigation strategies.
- **Reporting:** Prepare detailed reports on compliance activities, audit findings, and corrective actions. Present findings to senior management.
- **Stakeholder Engagement:** Liaise with regulatory bodies, certification agencies, and other stakeholders to ensure compliance and address any issues that arise.



Qualifications:

- **Education:** Bachelor's degree in Business Administration, Environmental Science, Occupational Health and Safety, or a related field.
- **Experience:** Minimum of 1 years of experience in a compliance role, with specific experience in ISO 9001, ISO 14001, and ISO 45001 standards.
- **Certifications:** Relevant certifications in ISO standards (e.g., ISO 9001 Lead Auditor, ISO 14001 Lead Auditor, ISO 45001 Lead Auditor) are highly desirable but a funded training program is available. NEBOSH would be preferred but again a funded training program is available.

Skills:

- Strong understanding of compliance and regulatory requirements.
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal skills.
- Ability to manage multiple projects and deadlines.

Benefits:

- Salary of £26,500
- Annual leave of 24 days plus bank holidays
- Opportunities for professional development and career growth.
- A supportive and friendly work environment.

Other Information:

- Parking is available onsite
- Good Public transport links
- Bike storage and changing facilities onsite

How to Apply: Please submit your CV and cover letter detailing your qualifications and experience to recruitment@indanc.com

