

Product Compliance Manager

Job Description

The Product Compliance Manager is a critical position within Hub Promotional Group. You will be responsible for ensuring that products manufactured in our supply chain are done so in accordance with human rights standards and government regulations, making sure that systems are in place to limit the amount of business disruptions, and ensuring our suppliers are aligned and acting on the risk and compliance initiatives we feel strongly about. This person will collaborate with multiple internal functions, external customer groups, and suppliers to build a global sustainable and responsible supply chain.

Key Responsibilities

- Identify, evaluate, document and implement compliance requirements for new and existing supplier and products
- Develop, launch, maintain and lead Hub Promotional Group scalable compliance efforts to ensure compliance with all applicable regulations.
- Compliance areas of focus include CPSIA, Prop 65, RoHS, CE, REACH, BSCI, etc.
- Develop group social and regulatory compliance roadmap and prioritize initiatives without impact business growth
- Work with legal to interpret applicable laws and regulations and ensure HPG continue compliance.
- Develop an effective strategy for monitor laws and regulations across all group companies.
- Discuss emerging compliance issues with management, internal and external stakeholders, recommend mitigation strategies.
- Keep informed regarding pending industry changes, trends, and best practices and assess the potential impact of these changes on the group
- Work with a cross-functional corporate team to build out and maintain a company-wide Corporate Social and Environment Responsibilities program
- Recognize market and competitor's compliance progress and status while developing HPG compliance roadmap

Basic Qualifications

- Knowledge of product compliance processes and the interplay with global supply chains
- Collaboration, Influencing, Negotiation, Determination and Resiliency
- Bachelor's degree required with a scientific focus.
- 3-5 years of experience with consumer product/material safety compliance program management experience.
- Experience with global regulatory requirements such as: CPSIA, FDA, CCPSA, RSL, REACH, China CIQ, etc.
- A mix of compliance and project management experience
- Knowledge and experience with regulatory testing (chemical and labelling)
- Ability to travel 15%

Location: Braintree, MA or Salt Lake, UT

Please send a copy of your resume and cover letter to employment@hubpen.com.

About Hub Promotional Group

In 2017, HUB Promotional Group was created to bring together only the Best of Brands that are recognized as leaders in their respective categories. Each Brand has top industry ratings and has won multiple awards for service and top-quality products. Based in Boston, MA, HUB Promotional Group is the corporate headquarters for the Family of Brands that provides the best promotional and marketing solutions for the promotional products industry.

Hub Pen Company is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.