

### **Description**

HALO is looking for a Compliance Coordinator to join our Global Sourcing Team. The Compliance Coordinator will provide administrative support all areas of company's Compliance Programs, including product safety, ethical sourcing, quality control / assurance, and environmental protection. Primary role will be to assist in the development and implementation of process and procedure; as well as coordinating day-to-day compliance requirements for the products being sourced. This position works across departments to ensure the products provided by HALO meet company and State, Federal and International standards.

### **Requirements**

- Coordinates with internal and external stakeholders required to ensure product offerings comply with compliance policies, protocols and standards. This includes administering protocols pertaining to ethical sourcing, product safety, quality assurance, and other related topics
- Coordinates with Suppliers to request, review, and approve testing documents for product
- Coordinates with 3rd party testing, inspection, and audit service providers to: request service quotes, issue purchase orders (POs), submit samples, track progress, review final reports, and review / approve final invoicing
- Files and archives test, inspection, and audit reports as needed
- Assists with research, interpretation, and communication of government regulations, industry standards, and customer requirements pertaining to product safety, social compliance, and quality assurance
- Stays current on regulatory, industry, and customer requirements and best practices regarding pertinent compliance topics by attending webinar trainings and industry conferences
- Correspond with Sales Team regarding the status of product compliance assessments, testing, inspection, or audits
- Assists with the education of HALO staff, customers, and suppliers on the subject of global responsibility, social compliance, and product safety
- Assists with Sales and Management Teams to identify compliance expectations of current and potential customers, to ensure continuous improvement of HALO's Compliance Program and polices

### **Sound like you?! To apply you must have:**

- Bachelor's degree from four-year College or University in Business Administration, or related field, or equivalent combination of education and experience.
- Two to four years related experience with a sales organization or in the promotional products industry preferred.
- One to Two years of product compliance and safety experience
- Ability to stays current on business practices, industry trends and government regulations and trends in Social Compliance and Safety
- Proven proficiency in Microsoft applications (Word, Excel and Outlook)
- This individual will be expected to develop solid knowledge of NAV ERP system
- Excellent verbal and written communication skills.

- Must be detail-oriented, with strong organizational skills in order to manage a continuous workflow in a high volume, multi-tasking environment.
- Demonstrated ability to work effectively in a collaborative team environment with a dynamic range of people.
- Ability to work independently in a fast-paced, evolving environment where processes and procedures require frequent review and revision.
- Ability to deal with sensitive situations with tact and well-reasoned judgment under pressure.
- Flexible and adaptive with a positive “can do” attitude.

### **More about HALO**

As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination. We focus in three areas:

#### **BRANDED MERCHANDISE**

We bring a strategic mindset to merchandise solutions. Our creativity ignites innovation, utilizing design, merchandise, technology and logistics expertise to deliver unforgettable brand experiences.

#### **RECOGNITION & INCENTIVES**

Our people-first approach, consultative design process, and scalable SaaS platforms deliver streamlined programs tailored to each client's unique culture, with easy administration and global reach.

#### **UNIFORM SOLUTIONS**

We combine functional, fashion-forward design with sourcing, technology and logistics expertise to deliver uniform programs that build pride in each client's brand, promote their culture and deliver a flawless purchasing experience.

We also offer:

- *Flexibility* | We trust you. Manage your work to deliver breakthrough results
- *Community* | Small-company feel, with big company resources and benefits
- *Creativity* | Be inspired by the ingenuity of your colleagues as they bring brands to life
- *Learning and development* | We invest in your development. Attend professional development events that interest you and benefit your career growth

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.