

Compliance Coordinator

Fully Remote • [Remote, IL](#) • Global Sourcing

Job Type

Full-time, Full-time

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.

Responsibilities

- 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

Requirements

- GED, 1-3 years Administrative exp. or Bachelors Degree.
- 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, SharePoint and Outlook)
- This individual will be expected to develop solid knowledge of HALO 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.

What to expect at HALO

At HALO, we are relentless in our mission to connect people and brands in a way that creates powerful, lasting experiences. At the heart of that mission is the idea that all people are worth understanding and connecting with.

- **Career Advancement:** At HALO, we love promoting from within. Internal promotions is the key to our exponential growth in the last few years. With so many industry leaders at HALO, you'll have the opportunity to accelerate your career by learning from their experience, insights, and skills and gain access to HALO's influential global network, leadership experiences, and diverse thinking.
- **Culture:** We love working here and know that you will too. You can expect a positive culture of *ingenuity, inclusion, and relentless determination*. We push the limits of possibilities and imagination by staying curious, humble, and provocative in order to break through yesterday's limit. Diversity is the source of our creativity and we thrive when each of us contributes to an inclusive culture of respect, dignity, and equity mindset in everything we do. We keep our promise for excellence with an unrelenting commitment to achieving results and supporting one another to stay accountable, transparent, and dependable.
- **Recognition:** You're going to succeed here, and you can count on us to celebrate your wins. Colleagues across the company will join in recognizing your big milestones and nominate you for awards. Over time, you'll earn so much recognition that you can convert into gift cards, trips, concerts, and merchandise at your favorite brands.
- **Flexibility:** Most roles offer hybrid work. In addition, we pride ourselves on flexible schedules that help you find a balance between professional and personal demands. We believe that supporting our customers is the priority and trust that you and your manager will find a schedule to achieve that priority.
- **Stay well at HALO:** At HALO, we have benefits that support all parts of your life and to find a work-life balance custom to you. We offer competitive *comprehensive coverage* in Medical, Dental, Vision, Life and Disability insurance, and additional Voluntary Benefits. Prepare your financial future with our 401K Retirement Savings Plan, Health Savings Accounts (HSA), and Flexible Spending Accounts (FSA). We offer free mental healthcare for you and your family. Our program focuses on behavioral health coaching, therapy and psychiatry, personalized skill development, and providing access to care for your dependents.

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.

HALO is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at hr@halo.com. This email is only to request an accommodation. Please direct any other general recruiting inquiries to our Careers page.