



Compliance and Product Improvement Officer/Administrator

Monster Group (UK) Ltd is a thriving online retailer offering a diverse range of high quality and great value products to an international market. We're rapidly expanding and know we have tremendous potential! Reporting to the Supply Chain Manager, you'll be working closely with suppliers to constantly review, improve and update our products and ensure that they are fully compliant. You'll carry out risk assessments and keep up to date with the latest standards and legal requirements.

Daily Tasks:

- Carry out compliance checks and risk assessments on all of our products.
- Communicating requirements to our suppliers.
- Keeping up to date with and understanding relevant laws and regulations.
- Working with members of the team to ensure product improvements are carried out by factories to the standard required before shipment.
- Working with different teams and our suppliers to further develop and improve existing products.
- Responding to internal/external emails and taking phone calls.
- Various general administrative duties associated with the role.

Required Skills and Attributes:

- Excellent collaborative and communication skills; you'll be liaising with teams across the business, as well as external organisations.
- Strong organisational and planning skills.
- Able to manage time, prioritise tasks and meet deadlines.
- Excellent IT skills.
- Superb attention to detail and problem-solving skills.
- Have a positive, 'think outside the box' and can-do mindset!
- Experience in or knowledge of current Health and Safety Legislation and completing Risk Assessments.
- Knowledge of Design Rights/Patents would be beneficial but not essential.

Working hours: Full time, Monday to Friday 8.00am to 4.30pm (37.5hrs per week with 1 hour for lunch). **You will be based at our modern offices near Sheriff Hutton (YO60) therefore it is essential that you have your own transport.**

Salary is dependent upon experience and attributes. We pride ourselves on creating an exciting working environment that's fun and full of laughter, where people can strive to be their best, and embrace our values; Empowerment, Forward Thinking, Respect and Fun. We also offer a generous holiday allowance of 25 days plus Bank Holidays! If you would like to be considered for this position, please email your CV.

Address: Monster House, Alan Farnaby Way, Sheriff Hutton Industrial Estate, Sheriff Hutton, York, YO60 6PG

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Phone: +44 (0)1347 878880

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