



Job Vacancy – **Product Compliance Assistant**

Advanced protects lives, we're known all over the world for making the best quality, best performing fire systems, we operate as part of the Halma Group a market leader in specialist safety, health and environmental technologies. www.advancedco.com www.halma.com

Working for Advanced Ltd as our **Product Compliance Assistant** you'll be part of a small team focused on making sure our products are ready for submission to regulatory and compliance bodies.

This is an important role in ensuring our life saving products can be legally manufactured and sold, and suits someone who is highly organised and enjoys working collaboratively.

About the job, you'll:

- Be involved in preparing technical documentation and submittal packs required for product approvals
- Maintain a register of product approvals and documentation including technical construction files.
- Provide regulatory information, guidance and support to R&D and Products & Services Teams.
- Using our ERP system to generate Bills of Materials and Ratings labels required for approvals submission.

About you:

- Organisation will be your thing; you'll have great attention to detail and a methodological approach.
- You're a collaborator, someone who works easily with others, is always willing to help and keen to learn from others.
- You'll have experience in a fast-paced manufacturing or R&D environment.
- You'll ideally have experience of standards and regulatory compliance, and understand:
 - product compliance documentation requirements and maintenance of technical construction files.
 - what's needed to support and submit regulatory applications.
- You'll have good IT skills, eg Microsoft Office software, Excel and Word
- Be willing to learn, we will work with you to understand:
 - compliance to EMC, LVD and CPR certification for markets including the UK, Europe, as well as other worldwide regions.
 - ERP and PLM systems

What we offer:

- Full-time, permanent role within a growing company with real purpose.
- Competitive salary (and discretionary bonus)
- Contributory Pension
- Halma shares (after qualifying period)
- 25 days holiday (plus bank hols)
- Flexible start finish times

Job Location: Claycliffe Office Park, Barnsley, S75 1HQ (hybrid working available in line with business needs)