

Compliance & Safety Specialist – Minneapolis, MN

AWT Labels & Packaging is currently looking for a Compliance & Safety Specialist for our Minneapolis narrow web production facility focused on labeling and packaging conversion. Our Compliance & Safety Specialist effectively executes compliance and safety requests, including environmental and regulatory needs. And understands and interprets regulatory requirements and recognizes the risks to the Company. This position assists Quality, Customer Service, Purchasing, and R & D in providing compliance and process information as requested. The Quality & Safety Specialist also assists Purchasing and Manufacturing with potential new suppliers for technical, quality, and manufacturing compliance.

Job Duties

Material Compliance

Acts as "go-to" person for compliance questions and willingly accepts responsibility to find the answers. Ability to obtain supplier statements and information for customers regarding:

Animal Origin, CPSIA, Benzophenol BPA, CA Prop 65, Certificates of Origin, Conflict Minerals, CA Transparency in Supply Chain, Canadian Domestic Substance List, CONEG, FDA, Allergens, Heavy Metals, Latex, Legal Harvesting, RoHS, Toxicity levels, Letters of Continuing Guarantee, REACH

- Provide Support for UL Material management
- Conduct routine spots checks on compliance files to document ongoing quality, collect statistics for the department (as requested) and submit reports on risks and recommendations regarding storage and raw material inventory.
- Provide technical/compliance support for the introduction of products from a new supplier
- Support the Material change notification to by providing support on data and correspondence

Customer Surveys – Routing, Completion, and Filing

Expedite and complete customer surveys and assessments. Lead the team effort needed with multiple departments to complete information.

Supplier Certificates of Analysis/Conformance

Participate in the development and implementation of supplier certificates of analysis that result in improved process efficiency and reduced incoming material risks. Review COAs/COCs for opportunities to improve. Develop a process to file and store these documents so they are easily accessible for customer requests and audits.

Maintain Training Records

Training record management is a major element of quality management, compliance, and regulatory practices as well as employee safety. Expedite training records to ensure that all records and documents are maintained, up to date and readily accessible using best practices and relevant process controls. Assist in training of staff on compliance procedures. Individual will also participate in training for compliance with environmental permits; develop/participate Standard Operating Procedures for compliance with environmental permits; assist with compliance audits; and maintain a working knowledge of existing and proposed regulations that affect AWT through independent research, training classes, and conferences.

Safety - Safety resource for Minneapolis & South Elgin Facility (requires traveling 2-3 days every other month)

- Work in conjunction with Quality Engineer to Manage and administer necessary safety training, including forklift for both Minneapolis and South Elgin Facilities. Identify training topics and frequency required by OSHA to be conducted by outside vendors such as Cintas. Coordinate that training by obtaining a PO with approval by the Quality Director.
- Administer the organization and maintenance of the Global Harmonization (Chemical Safety Data Sheets) on all chemical in the plant
- File safety grant requests
- Work with Human Resources on Safety orientation programs
- Manage Lock-out/Tag out programs in Both plants
- Other Assigned Safety tasks as assigned
- Identify training topics and frequency required by OSHA to be conducted by outside vendors such as Cintas. Coordinate that training by obtaining a PO with approval by the Quality Director.

Other Tasks and Responsibilities

- Participate in programs essential to company success (e.g., training, safety, 5S, cost reduction, employee involvement, security, etc.)
- Assess and improve written procedures and SOP's related to the compliance function of the company;
- Support supplier corrective action process (SCAR) including follow up and timely closures in the CAPA database. Assist Quality Technicians on follow up reviews to verify that corrective actions have been documented regarding supplier and/or compliance issues.
- Analyze incoming product defects with Quality Technicians. Assist with dispositions and movement of materials in Quality Hold.
- Maintain accurate SCAR records which will internally and externally audited for compliance with ISO 9001 and customer standards.
- Assist and/or conduct Supplier Audits. Focus on out-sourced process audits.
- Administer the Supplier Performance program
- Lead Great Printer Audit

- Member of AWT Internal Auditor Team
- Lead efforts to continually improve compliances processes
- Support quality during audits and visits (i.e. customer, regulatory, registrar, internal)
- Participate on Safety, Environmental, or Employee Committees at discretion of Management

Desired Skills and Qualities

- Strong problem solving and team development
- Strong analytical skills with ability to identify areas of opportunity
- Experienced project management skill
- Strong computer skills with proficiency in Microsoft Word, Excel, and database programs
- Outstanding communication skills, both verbal and written
- Must be organized, detail-oriented and able to multi-task and prioritize work
- Results oriented
- Honest, strong work ethic and energetic style
- Leads by example
- Must be able to exercise discretion when dealing with sensitive issues
- Strong Desire to learn – job has many dimensions

Position Requirements

- At least five years administrative experience in fast paced manufacturing environment
- High school diploma or equivalent
- Certified safety professional or commitment to gain certification within two years
- Position spends majority of time at desk working on computer. Requires some time in warehouse to monito raw material discrepancies, quality hold, and environmental monitoring warehouse personnel which requires ability to life 35 lbs. to waist level without assistance and twisting, bending, and walking

AWT is an Equal Opportunity Employer and we encourage all qualified and interested persons to apply for this position by submitting a resume for consideration to HR@AWTLabelPack.com .