

## **Governance support coordination/ Commercial projects/H&S compliance: Bedford**



Ceetak Ltd is a well-established, privately owned company specialising in engineered sealing solutions for a wide range of markets including Oil & Gas, Automotive, Packaging and Life Sciences. With an enviable reputation for high quality products and services, the company is experiencing continuous growth, working with major clients on a national and international basis. To support future growth plans we are creating a new role to undertake Governance and Compliance operations.

### **Responsibilities of the role:**

- Work with the Health and Safety Committee to identify potential risks within the Company and take agreed actions to mitigate with guidance as required.
- Ensure regulatory compliance and reduction in risk across 3 UK locations through liaison with appropriate management personnel.
- Review company policy documents and working practices to support continuous development of processes.
- Create and manage effective action plans against audit discoveries and compliance checks.
- Ensure employees are aware of the latest regulations and processes and facilitate training where required.
- Support IT Business Systems by co-ordinating activities between service providers and the company, focusing on service levels, hardware requirements and system security.
- Support with regulatory compliance, commercial procedures and policies.
- Maintain comprehensive understanding of company values and goals.
- Report on key areas of activity on a monthly basis to the Directors and Management Team
- Ad hoc special project work, e.g. oversee Brexit compliance requirements within the company, co-ordinate IT development projects

### **Requirements of the role:**

- Have a commercial acumen
- Some legal/commercial knowledge preferred
- Experience of health and safety
- Have an analytical mind
- Be well organised
- Good communication skills
- Be ethical
- Be self-motivated and pro-active
- Keep up to date with legislation
- Have IT skills
- Ability to work with others
- Ability to manage projects simultaneously

### **Benefits of the role:**

Negotiable salary depending on experience + bonus scheme + healthcare scheme

**If you meet the above criteria then please apply now via our website or  
email: [recruitment@ceetak.com](mailto:recruitment@ceetak.com)**