

Compliance Officer

Founded in 1999, the St Regis Group has grown steadily to become the premier supplier for awards, recognition, and promotional products. First focusing on awards and recognition, the St Regis Group now boasts 13 companies with over 50,000 products ranging from wall plaques to wine bottles and everything in between.

Why work at St Regis Group?

- St Regis Group is the leading supplier for awards, recognition and giftware in the promotional products industry. We get to help amazing customers recognize their amazing employees.
- We take climate change seriously. Check out our [BrightFuture](#) program to learn more about our sustainability initiatives.
- We value your feedback and do our best to incorporate your great ideas into our day-to-day operations.
- We support professional development and back this statement up with interactive training, and development opportunities!
- You want to be part of a fun, fast paced, collaborative team.
- Competitive compensation and benefits package (based on education and experience).

Mid-Senior Level Role

The ideal candidate is highly motivated, experienced in compliance, and ready to take on and enhance St Regis Group's compliance program. This newly developed role will be reporting to the VP of Compliance and Sustainability.

Summary of position:

The Compliance Officer will maintain and enhance the St Regis governance, risk, and compliance (GRC) program. This will include several focuses such as product safety compliance, social compliance, supply chain compliance, policy development, privacy law, and vendor compliance; with sustainability practices embedded in all areas. The compliance officer will be expected to resolve gaps in our initiatives and proactively develop procedures for addressing the continually evolving regulatory requirements in Canada and the USA, while also adhering to industry standards and customer expectations.

The ideal Compliance Officer is confident and independent with strong problem-solving skills. We have a great team, willing to share their expert knowledge to someone who wants to grow their skillset in the compliance space.

Responsibilities Include:

- Interpreting product safety regulations (Prop 65, FDA, Phthalate regulations)
 - o Canada, USA, and some EU Regulations
- Managing compliance decisions based on multiple influencers: jurisdictional regulations, industry standards, and customer expectations
- Maintaining compliance database
- Coordinating compliance testing and auditing with suppliers
- Ensuring current/new suppliers are meeting internal social compliance standards
- Approving products based on applicable compliance requirements
- Policy development
- Mapping the supply chain (offshore suppliers)
- Responding to customer inquiries about compliance
- Develop a Supplier Risk Assessment system
- Work with Customs Compliance team (HS codes, MID, Customs requirements)
- Organizing digital files
- Preparing compliance documents
- Ad hoc compliance tasks

Ideal Experience:

- Highly motivated to learn, participate, and grow!
- 2-5 years experience in a compliance role
 - o a legal background, such as a paralegal, would also be considered
- Strong attention to detail
- Works well independently, self-sufficient, proactive
- Experience with large sets of data
- Able to navigate Laws and Regulations
- Strong Word and Excel skills
- Able to work alone for long periods of time
- Familiar with supply chain processes (International and domestic)

Bonus Points:

- Promotional Products industry knowledge
- FDA/Prop 65 experience

Required Skills and Knowledge:

- Spoken English (fluent), Written English (fluent)

Qualifications:

- This is an in-office role.
- Must be legally entitled to work in Canada.

Job Type: Full-time, Permanent, Monday to Friday, annual salary TBD—based on experience; Benefits after 90-day probationary period

Location – Markham, Ontario

of Hires: 1