

VOLUSPA

Regulatory and Quality Manager

Company Profile:

An introduction to Voluspa unveils stunning packaging design coupled with rare exotic fragrances, as the brand invites fans to seek everyday chic illumination. Founded in 1999, Voluspa is an industry leading luxury home fragrance brand. Voluspa designs, markets, manufactures, and distributes its products worldwide.

About our Culture:

Voluspa attracts the most talented, innovative, and creative minds in the luxury goods industry. We offer a collaborative and family-oriented environment, uncapped growth possibilities, and lucrative benefits focusing on the well-being of every employee.

About the Role:

This position will be responsible for ensuring that the company's products, its facility, and branded retail locations meet all applicable regulatory requirements. They are also responsible for developing, implementing, and managing quality control programs across Voluspa's manufacturing and business operations.

Key Accountabilities – Regulatory:

- Ensure products meet regulatory requirements, both domestically and internationally
- Responsible for site regulatory compliance and support, including domestic and international transportation requirements
- Actively stay up-to-date as local, national, and global regulations change
- Coordinate compliance with federal, state, and local laws including reporting as required
- Evaluate practices, procedures, and facilities to assess risk and adherence to the law
- Maintain Cal/OSHA Compliance

Key Accountabilities – Quality:

- Provide leadership within daily Quality department activities and promote a culture of quality throughout the facility
- Lead the Quality team to conduct consistent and efficient audits/inspections of incoming raw materials, in-process manufacturing, and finished goods.
- Responsible for writing and maintaining documentation for Quality, Manufacturing, Regulatory, etc. to ensure that processes are accurately documented, personnel is trained, and documentation is periodically reviewed and revised – including Standard Operating Procedures (SOPs), Work Instructions, Forms, etc.
- Manage the Quality test lab and evolve its testing and reporting capabilities to deliver best-in-class capability.
- Communicate proactively with vendors to define raw material and product quality characteristics during development, ensure specifications are met during production, and identify opportunities for improvement over time.
- Address customer concerns and complaints, applying root-cause analysis and problem-solving skills
- Manage and report Quality Key Performance Indicator metrics
- Lead audits by Third-Party Auditors/Customers

- Perform other duties as assigned

Physical Demands and Working Conditions:

- Bending, lifting, squatting and standing

Education:

- Bachelors of Science degree required

Experience/Skills:

- 5+ years of experience with regulatory compliance including working with international requirements
- Experience overseeing and performing regulatory compliance reviews or providing other compliance management consulting services
- Excellent problem-solving skills and attention to detail
- Demonstrated ability to lead in a collaborative environment with a positive leadership style
- Knowledge of ASTM standards, product safety and CPSC requirements, knowledge of GHS and IFRA
- Excellent interpersonal skills and a record of creating enthusiasm amongst the team for quality improvement
- Experience with manufacturing candles, fragrance, or cosmetics a plus
- Proven ability to provide leadership designing, implementing, and managing QC systems to meet the business goals of the company
- Strong project management skills
- Excellent oral & written communication skills
- Excellent organization and record keeping skills
- Experience with equipment calibration and troubleshooting errors
- Familiarity with ISO 9000 document structure

Benefits:

- Medical, Dental/Ortho, Vision Insurance
- Term Life Insurance
- 401k with matching incentives
- Paid Holidays and Accrued PTO
- Tuition Reimbursement

Salary:

- Depending on Experience