

Job Description / Vacancy Announcement

SUSTAINABILITY & COMPLIANCE OFFICER

Passionate about sustainability and quality assurance?

Looking to make a real impact?

Want to build a career with potential for global impact?

Norpak International, a social enterprise based in Sultan Town, Faisalabad, with more than 30 years of experience in responsible and sustainable production of handmade home interior products and textiles for export and domestic sales, is looking for a motivated and ambitious Sustainability & Compliance Officer to join our team.

For Norpak, being sustainable means continuously working towards a more responsible business model. Beyond meeting minimum requirements, we want to be a change maker and a pioneer within our sector and beyond.

Under the overall leadership and guidance of the Managing Director, the Sustainability & Compliance Officer's responsibilities will include providing direction and input on any matter related to sustainability and compliance across the organisation, support social and environmental audits. You will also provide support and guidance to ensure quality assurance in all aspects of operations.

You will help to ensure that our operations and business transactions meet or exceed all prescribed industry standards and certifications and follow all relevant legal and internal rules and regulations.

You will work across departments and units, drawing on the wealth of experience and knowledge already available in the organisation, and building on this. You will be the inhouse go-to-person for anything related to certifications, thus requiring a network and knowledge about international certification mechanisms. Beyond certifications, you will also help the organisation taking bold and significant steps towards a more sustainable and responsible modus operandi.

To succeed in this role, you should be familiar with all industry standards related to social and environmental certifications.

Responsibilities

- Develop and implement an organisation-wide sustainability and compliance plan
- Create sound internal controls and monitor adherence to them
- Draft and revise company policies related to sustainability and compliance
- Proactively audit processes, practices and documents to identify weaknesses
- Evaluate business activities to assess compliance risk
- Plan for, facilitate and assist external audits, as and when required
- Set plans to manage a crisis or compliance violation
- Educate and train employees on regulations and industry practices and standards

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Requirements

- Former experience of working on compliance and sustainability issues
- Experience and knowledge of industry standards and certifications applicable to the sector
- Bachelor or master's degree in relevant field (compliance, sustainability, business administration or related field)
- Minimum 1-3 years of relevant work experience

Competencies

- Effective written and verbal interpersonal and communication skills (English, Urdu)
- Attention to detail and time-management skills
- Teamwork skills
- Problem-solving skills and results-oriented
- Ability to multi-task, set and meet deadlines
- Positive, convincing and confident personality
- Leadership potential
- Integrity, honesty and ethical behaviour

Benefits

- For successful candidates, we can offer an energetic and forward-looking position, providing first-hand exposure to a unique company and ample opportunities to grow professionally and personally.
- A competitive remuneration and benefits package will be provided to the right candidates.
- Flexible working arrangements
- Day care centre for children below 5 years
- Free education for own children aged 5 to 17 years

More information and contact

- Visit our website www.norpak.pk or follow us on social media (@norpakint on Facebook, Instagram and LinkedIn)
- For any specific questions about this vacancy, please write to careers@norpak.pk

Norpak International celebrates diversity and especially encourages female candidates and persons with disabilities to apply.

Apply

- To apply for this position, please submit the following to careers@norpak.pk:
 - A letter of motivation, explaining in no more than one page why you are motivated to join Norpak International as a Sustainability & Compliance Officer
 - Your updated CV
 - Any applicable references

NORPAK INTERNATIONAL

Off Narwala Road, Sultan Town, Faisalabad, Pakistan
info@norpak.pk | +92 (0) 41 269 1635 | norpak.pk
Follow us on social media: @norpakint