



INSITE COMPLIANCE

## **Position:**

### **Social Compliance Specialist – Auditing Independent Contractor**

Insite Compliance is looking for candidates with experience in social compliance auditing in the United States. The candidate will also preferably have a background in human resources and is well versed in environmental, health & safety (EHS) issues. This individual will work with the Operations Manager as part of the team responsible for contributing to the continued success and development of Insite Compliance.

#### **Responsibility:**

##### *Client Social Audits*

- Primary responsibilities include conducting Social Compliance / EHS audits to evaluate compliance of manufacturing facilities according to country law, international standards, and the client's Code of Conduct and/or global initiatives (RBA; SEDEX) requirements.

##### *Job Duties*

- The Compliance Specialist (CS) will be responsible for assessing and auditing facilities in accordance with Insite Compliance policies and procedures.
- The CS will be required to manage his or her own travel arrangements and to travel extensively throughout the United States as needed. (Approx. 75% of the time)
- Collect, maintain, and present data relevant to client's social audits.
- Educate facility personnel in SA programs, practices and standards.
- Manage focused investigations for core violation cases and follow-up remediation programs.
- Additionally, other projects relating to social compliance / Code of Conduct / global initiatives may be assigned depending on needs.

##### *Business Partnership*

- Work with Insite's Management Team to enhance and evolve social responsibility programs to drive measurable improvements on process efficiency and effectiveness
- Develop and maintain relationships that support internal business functions client relations

#### **Requirements:**

- 5+ years prior full-time relevant work experience in social responsibility audits, environmental management, and/or supplier responsibility, preferably with a large corporation and/or third-party auditing firm
- Minimum BA/BS degree, with understanding and/or educational background in corporate social responsibility
- Significant experience with factory operations, monitoring, auditing, and remediation
- Exceptional business communication and interpersonal skills including the ability to interact effectively with individuals and groups at all levels of the organization
- Solid project management and organizational skills and ability to manage multiple tasks/projects simultaneously under minimal supervision
- Knowledge of applicable national and international regulatory requirements and industry standards related to social responsibility and health & safety.
- Strong attention to detail and ability to work independently with little direction
- Ability to work in a fast-paced, deadline-oriented environment
- Positive attitude and team focus
- Strong Problem solving/analytical skills
- Experience or knowledge of technology sector desired
- Sensitive to cultural differences in country/region of coverage
- **APSCA** Approved Auditor (Preferred)
- **CTPAT** experience beneficial
- **SA 8000** Certified (Basic or Advanced)
- Fluency in English is required - both written and verbal
- Fluency in Spanish and / or Chinese is desired
- Acting in an ethical manner is a must!

Interested candidates please send your resume to [j.lammert@insitecompliance.com](mailto:j.lammert@insitecompliance.com)