**Regulatory Support Officer**

**Introduction**

Citrefine are leading experts in the manufacture and global supply of Citriodiol®, a naturally sourced and highly effective active ingredient for insect repellents. Our mission is to support our customers to bring ethically minded, effective, plant-based insect repellent products to the global market.

Citrefine is a people and customer service-oriented business that places great importance on finding individuals to join our team who share our values.

An opportunity has arisen for a bright, enthusiastic person with a ‘can-do’ attitude to learn from the ground up as part of our business-essential Regulatory and Commercial teams.

The position will provide the right candidate with excellent opportunities for learning and development in a highly sought after career area. We are looking for an individual with a desire to learn and play a part in the growth of an ethical products company across global markets.

**Role Summary**

To provide administrative support to the Regulatory and Commercial teams as the demands on these teams increase during the continued, exciting growth of Citrefine.

**Detailed Responsibilities**

1. Regulatory support
   1. Organising and maintaining filing systems using SharePoint
   2. Diary/meeting planning and follow up
   3. Research e.g. of country regulatory requirements and/or governance regulations
   4. Creating clear summaries, often of complex technical information
   5. Liaising with our internal Sales team to support and triage requests for Regulatory support
   6. Supporting Regulatory Team in broader regulatory work
2. Commercial (and wider business) support
   1. Arranging document signatures e.g., using DocuSign
   2. Progressing actions to support customers following the signing of new customer contracts
   3. Assisting with putting confidentiality agreements in place.
   4. Collating information for sustainability accreditations such as Eco Vadis.
   5. Assisting with travel and event arrangements for the wider business.
   6. Ad hoc requests for general office support

**Key skills and experience**

* IT literate with previous Microsoft Office experience. A good working knowledge of Word, Outlook and Powerpoint is essential including proficiency in formatting and presentation of documents using such packages
* Experience with SharePoint is preferred
* Previous experience of working with or supporting a multifaceted team with competing priorities in a busy office environment.

**Key competencies and values sought**

* Organised approach and excellent workload management and prioritisation of time to meet strict deadlines.
* Consistent and dependable
* Excellent attention to detail.
* Strong communication skills and pride in having a professional approach to all aspects of the job.
* Ability to receive and build on feedback.
* Genuine interest in getting things done for the benefit of the team.
* Values and displays integrity at all times

**Other information**

This is a new role for Citrefine and there will an opportunity to help shape, define and expand the role over time.

The culture of Citrefine is relaxed yet professional with a passionate, lean and highly effective team. Citrefine is located in Yeadon, 30 minutes from Leeds city centre. This is predominantly an office-based role.

Salary £25-£27k

Other benefits:

* 25 days annual leave plus statutory bank holidays
* Private health care
* Life Assurance
* Generous pension
* Discretionary profit share