

Job Title: **Compliance & Quality Assurance Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **Executive Legal & Compliance Director**

Date: **04/06/2025**

### **Position Overview:**

The Compliance & Quality Assurance Manager is essential in ensuring the organization complies with internal policies, industry regulations, and quality standards. This role requires a proactive, detail-oriented professional who develops and oversees compliance and quality assurance programs to mitigate risks and improve operational efficiency. Collaborating with various departments, the Manager fosters a culture of accountability and continuous improvement, encouraging teams to adopt best practices. Additionally, the Manager stays updated on regulatory changes and industry trends to maintain the organization's competitive edge and compliance.

### **Key Responsibilities**

- - Maintain the compliance and quality assurance program.
- - Conduct audits for policy and regulatory adherence.
- - Monitor industry trends for process updates.
- - Collaborate to improve staffing and recruiting practices.
- - Prepare compliance reports for management.
- - Train employees in compliance policies.
- - Liaise with regulatory agencies and auditors.

### **Requirements:**

- Bachelor's degree in Business Administration, Human Resources, or related field; Master's degree or certification is a plus.
- 5+ years of experience in compliance or quality assurance, preferably in staffing.
- Knowledge of relevant staffing laws and regulations.
- Experience in managing compliance programs and quality initiatives.
- Strong analytical, problem-solving, and communication skills.
- Proficient in compliance software and MS Office Suite for reporting.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.