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Rishi Job Posting – Compliance Coordinator

Rishi Tea is an importer, manufacturer, and distributor of specialty organic teas and herbs. Our fundamental policy is to provide safe teas and herbs and to make the botanical supply chain safer than ever with our passion and enduring involvement.

We are seeking a dynamic, self-motivated, organized individual to become a key member of our team as a **Compliance Coordinator**.

Summary

The Compliance Coordinator is primarily responsible for collecting and maintaining accurate information and documentation for the company in various database systems to ensure continued compliance with regulatory requirements. Additionally, they will interact with operations to help deliver a high level of accuracy in reporting and traceability of our product inventory. This role deals heavily with data entry and writing, and requires strong verbal and written communication skills as well as a strong proficiency with basic office software programs.

Qualifications

Required:

- Associate Degree or higher;
- Possess high level of detail orientation, mathematical aptitude and proficiency with email communication and Microsoft Office, including very strong Excel skills;
- Highly effective and persuasive communication skills;
- Ability to work independently and as part of a team;
- Strong organizational skills with the ability to prioritize projects and adapt to changing deadlines;
- Self-motivated and demonstrated personal initiative;
- Aptitude for process review & improvement;
- Time-management, prioritization, and organizational skills;
- Observant, analytical, inquisitive and attentive;
- Resourcefulness and effective research skills;
- Ability to handle confidential information and material.

Preferred:

- Minimum 1-2 years of work experience in food or food science related field
- Experience working with confidential information
- HACCP Certified
- Demonstrated interest in or passion for natural and specialty foods
- Bilingual (Spanish) abilities are a plus