

**WE ARE
INVISIBLE.**

YOU ARE NOT!

FUCHS is the world's largest independent supplier of innovative lubrication solutions, covering almost every industry and application. Our products and solutions keep the world moving even though they are not always visible. What matters is that each of our over 6,000 employees in over 50 countries is visible – their entrepreneurial spirit, ideas, and skills are the foundation of our global business. Come be seen at FUCHS by joining us as:

Apprentice Regulatory Administrator

Location: Hanley, Stoke-on-Trent

Hours of Work: 35 hours per week; 9.00am – 5.00pm Monday to Friday.

Apprenticeship Course: Regulatory Compliance Officer

Your areas of responsibility:

This position will provide administrative support to the Product Safety and Export Control team. Product Safety ensures chemical regulatory compliance for the products we release into the market, this includes ensuring safety data sheets and labelling requirements are in place. Export control is to support the export customer service and sales to ensure regulatory compliance on items exported from the UK to territories around the world).

Day-to-day tasks during the apprenticeship will include:

- Managing outlook inbox.
- Compiling data and reports, typically in Microsoft Excel and Word.
- Contributing to discussions around product safety and export.
- Attending meetings in person or on Microsoft Teams.
- Helping the sales, product management, and manufacturing functions with identified tasks.
- Completing SAP transactions and routines.
- Reading articles and regulations to support a pragmatic implementation into the business.
- Being active in housekeeping and improvement projects.

What we are looking for:

- The ideal candidate will be computer literate, quality focused, with impeccable attention to detail.

These are your benefits:

- Training opportunity for personal development, allocated study time, supportive working environment, holiday entitlement above statutory (starting at 24 days plus bank holidays), pension scheme, employee assistance program, discounted private medical cover, free on-site parking and workwear.

Do you have any questions? Nichola Hubball (nichola.hubball@fuchs.com) will be more than happy to answer them!

Come be seen at FUCHS – join our team and move the world with us!

<https://www.fuchs.com/uk/en/careers/jobs-at-fuchs/vacancies/>

MOVING YOUR WORLD

