

Compliance Consultant

Location: Guangzhou / Shanghai / Shenzhen

Sector: Beauty & Cosmetics / Trading

Starting date: ASAP

Job Reference: CDS2025047

ABOUT THE COMPANY

Our client is a global group of companies that delivers high-quality products and services within the beauty industry. With capabilities spanning concept development, packaging solutions and full product delivery, they serve a diverse range of clients from premium retailers to established beauty brands. To support their mission, they are currently seeking a Compliance Specialist to join their team in Guangzhou, Shanghai or Shenzhen.

RESPONSIBILITIES

- Interpret and apply country-specific regulatory requirements across global markets.
- Manage and maintain documentation for product registration, release, and compliance audits.
- Communicate regulatory guidelines and updates to internal teams, including Sales, Product Development, and Quality.
- Serve as a regulatory advisor for both internal departments and external partners, ensuring seamless coordination.
- Oversee product testing processes and coordination with third-party labs for claim verification and certifications such as GSR, DMI, and FSC.
- Monitor and update Standard Operating Procedures (SOPs) to ensure ongoing compliance.
- Support product development by providing regulatory input during early-stage project discussions.
- Track industry trends and regulatory changes by participating in seminars, webinars, and consultations.
- Organise and manage regulatory documentation systems to ensure accessibility and traceability.

REQUIREMENTS

- A degree in Chemistry or a related scientific discipline is preferred; alternatively, a college diploma combined with 5+ years of relevant industry experience will be considered.
- Minimum of five years' experience in quality assurance, regulatory compliance, or product development within the cosmetics or consumer goods sector.
- Well-versed in North American regulatory frameworks, particularly those governing cosmetics and over-the-counter (OTC) drug products.
- Strong grasp of labelling regulations, product testing methodologies, and relevant certification processes.
- Practical experience collaborating with manufacturing teams and coordinating with external testing laboratories.

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- Demonstrates initiative and clarity in communication, with strategic thinking abilities, strong organisational skills, solid knowledge of quality standards, and the potential to lead.
- Thrives in fast-paced, team-oriented settings and can contribute meaningfully to compliance and quality-driven goals.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject:

Your name | Job title - location [Job reference]

Ex. Your name | Compliance Consultant – Guangzhou / Shanghai / Shenzhen [CDS2025047]

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