

**Job Title:**

Safety & Compliance Coordinator

**Location:**

Germany (Darmstadt)

VI-grade is part of HBK's Virtual Test Division, which provides real-time software, simulator, and hardware-in-the-loop solutions to virtually test products throughout the development cycle, helping companies accelerate innovation, reduce physical prototypes and time-to-market, and improve their competitive advantage.

Our real-time simulation and professional driving simulator solutions include static deskside solutions, through to full-scale driver-in-the-loop dynamic simulators. We deliver turnkey solutions to enable transportation industry OEMs, suppliers, research centers, motorsport teams and universities to accelerate product development. This includes supplying proprietary software, hardware, services, and an open framework for customization.

Virtual Test employs 250 highly skilled colleagues worldwide, and has offices in Germany, Italy, France, UK, China, Japan, and the USA, as well as a broad network of worldwide channel partners.

We are looking for a **Safety & Compliance Coordinator** to join our team.

**Primary Responsibilities:**

- Compilation of documentation: internal and external coordination of the main documents
- Internal and external coordination (CE; UL; more): Coordination with consultants and project management
- Responsibility for the external certification of our GmbH: TISAX and ISO9001
- Health & Safety; Supervision of the observation process and solution follow-up
- Customer and supplier portals: registration and management of user accounts
- Purchasing: Supporting our department

**Qualifications:**

- Willingness to learn in all topics, previous knowledge desirable
- Precise, independent and reliable way of working
- Good communication and teamwork skills
- Confident handling of common MS Office programs
- Willingness to learn in new systems (esp. ERP)
- Good command of written and spoken English
- Completed training as an office specialist or corresponding further training is an advantage

**Our Offer:**

- Varied tasks in an international environment
- If you are interested, you can expand your area of responsibility
- Motivated, committed and successful team that welcomes you warmly and thoroughly familiarizes you with all topics
- A corporate culture that is second to none: flat hierarchies, short decision-making paths, openness, fairness and team spirit
- A permanent employment contract with a competitive salary, 30 days of vacation with a 5-day week

**To Apply:**

Go to [https://spectris.wd3.myworkdayjobs.com/HBK\\_Careers/job/Darmstadt-DE/Safety---Compliance-Coordinator\\_13097-1](https://spectris.wd3.myworkdayjobs.com/HBK_Careers/job/Darmstadt-DE/Safety---Compliance-Coordinator_13097-1)