



ASSOCIATION POUR L'ASSURANCE QUALITÉ
DES FABRICANTS DE BRACELETS CUIR

Assistant – Scientific & CSR Background (80-100%)

Join a purpose-driven organization at the crossroads of science, quality, sustainability, in the leather, leather watch bracelet and watchmaking industries.

Founded in 2014, [AQC](#) is a Swiss-based international association dedicated to promoting quality, safety, and responsible practices in leather bracelet manufacturing. Working closely with stakeholders across the watch and leather industries, AQC helps ensuring a leather bracelet with the highest level of safety possible and proactively act for a responsible global supply chain.

As part of a small, dynamic, and supportive team based in Neuchâtel, you will play an active role in meaningful projects with sustainability impacts.

Your Main Responsibilities

- Regulatory Monitoring pertinent to Leather Bracelets (CSDDD, CSRD, EUDR, DPP...)
- Contribution to update of Credibility tools (Cahier des Charges, Code of Conduct, Supplier Ratings...)
- Support for elaboration of supply chain mapping report, including development of new tools
- Review and update quality documentation
- Update Monitoring tools and KPIs
- Support of management of analysis requests
- Coordinate with external laboratories when necessary
- Organize international shipments through FedEx
- Support the team with additional operational activities as needed

Your Profile

Soft Skills

- Strong motivation to learn, grow, and contribute actively
- Good organizational skills with strong attention to detail
- Analytical mindset and critical thinking abilities
- Team-oriented attitude with open and transparent communication
- Comfortable working independently after initial onboarding
- Versatile, proactive, and adaptable

Education & Experience

- Background in environmental sciences or international laws
- At ease with sustainability, CSR and regulatory compliance topics
- Good command of iOS applications and Microsoft Office
- Command in Microsoft Power Platform is a plus
- Fluent in French and English
- Available to work on site in Neuchâtel

Details: Contract rate: 80-100% ; Start date: 01.09.2026

Application: Please send your: CV ; Cover letter ; Certificates to: info@aqc-asso.ch

Please note that only shortlisted candidates will be contacted. We sincerely appreciate your interest and thank you for your understanding.

No agencies, please.