



ASSOCIATION POUR L'ASSURANCE QUALITÉ
DES FABRICANTS DE BRACELETS CUIR

General Manager

AQC is a Swiss-based, international association founded in June 2014 to promote quality and safety in leather bracelet manufacturing. AQC was created to provide an additional service to all stakeholders in the watch and leather industries.

Its vision is to ensure a leather bracelet with the highest level of safety and proactively act for a responsible global supply chain.

As a member of a small and dedicated team, you will work under the direct supervision of the Board and the President. Your main responsibilities will include:

- You will lead all team members to ensure the smooth running of the AQC and the implementation of projects assigned by the Board.
- You will insure the defined targets of the 4 pillars of AQC's strategy. Chemical Compliance, Traceability, Credibility and Certification, Communication and Networking. The Roadmap and Budget are your tools.
- You are responsible for developing and managing the chemical compliance strategy
- You are responsible for the internal and external audits and certifications and for their proactive update according to the leather and watch industries needs and international regulatory requirements.

MISSION 1: Ensure the smooth running of the association

- Participating in the development of strategy and organisation with the statutory bodies in accordance with the responsibilities of the established processes
- Establish and ensure the proper execution of the budget in accordance with the responsibilities of the established processes
- Report to the Board on the projects
- Taking part in and preparing statutory and operational meetings with the administrative manager
- Supervision of staff
- Management of relations and contracts with external service providers within its scope
- Developing external relations and representing the association and its members with all stakeholders
- Ensuring that AQC members and their stakeholders are informed of current and proposed regulatory requirements and their impact on their activities.

MISSION 2: Chemical Compliance

- Define the test policy and control plans for all components and finished products
- Responsible for proper sampling, sending to the laboratory, reviewing reports and summarizing in databases



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- Scientific Department for Harm Reduction Programs AQC
- Management of non-conformities (investigations and associated action plans)
- Regulatory review of chemical compliance contracts required of members
- Technical and regulatory watch and recommendations to members to prepare for future regulations
- Analyse the brand commitments relating to chemical compliance received by members.

MISSION 3: AQC internal quality system

- Management of the internal quality documentation system
- Managing the technical and operational aspects of quality assurance
- Implementation and monitoring of ISO certification
- Performance monitoring (in particular using quality indicators)
- Process improvement using PDCA methodology
- Managing and updating quality documentation
- Risk analysis and implementation of preventive actions to minimise the occurrence of identified risks; in particular risks relating to the confidentiality and security of the association's data and that of its members.

MISSION 4: Traceability

- Carrying out traceability services (Supply Chain Mapping)
- Technical and regulatory monitoring, in particular changes to the EUDR
- Analyze, exchange and cooperate with other stakeholders traceability programmes

MISSION 5: Credibility

- Coordinates the definition of the requirements for each certification with the members (specifications, audit questionnaires, etc.) based on the current and future regulatory context, as well as the needs of the watch brands.
- Certification decision and issue of AQC certificates
- Update the rules for evaluating leather suppliers
- Annually update the assessments of leather suppliers, inform the recipients and manage the distribution of proofs (such as badges).
- Responsible for planning and coordinating audits of production sites: Tanneries; Wristband manufacturers; Rubber manufacturers
- Relations with auditors, including contractual relations
- Monitoring and updating action plans



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- Organising and carrying out Laboratory listing audits
- Update of the certification recognition plan

Knowledge and Know-how

- Diploma in Chemical Compliance
- High experience in the leather or textile industry, ideally also within the watch industry
- Excellent digital capabilities with proactive approach to introduce AI into the organization
- Experience in Quality Management (Quality Control / Quality Assurance)
- Excellent command of English and French (Italian is an advantage)
- Understanding the legislative and regulatory aspect and proactive approach
- Team management and spirit
- Project management skills and process orientated
- Organization and preparation of meetings and events
- Audience friendly and professional presentation skills (oral/written)
- Leadership and moderation skills
- Public relations. Become an AQC ambassador
- Solution-oriented and analytical mind
- Comfortable dealing and negotiating with multiple stakeholders, diplomatic approach
- Sense of initiative and understanding of responsibilities
- Management, organizational and rigorous skills

Experience

Experience in leading and motivating a small team. Ideally experience in an Association or similar setting within the leather or watch industry.

Significant experience in chemical compliance, traceability, certification and quality management, as well as ESG and Regulatory Affairs, in a scientific environment such as chemistry, pharmaceuticals, tanning within a Quality Control/Quality Assurance department.

Work location: Neuchâtel, Switzerland.
Home office possible.

Please send your CV, cover letter and certificates to info@aqc-asso.ch