Supply Chain & Logistics Officer

Mission : Move every confirmed order efficiently from production planning through shipment, customs clearance and final delivery, preventing stockouts and unnecessary logistics costs.

· **Orders and production :** Consolidate confirmed purchase orders and coordinate production schedules with manufacturing partners.

· **Readiness tracking:** Track raw materials, packaging availability, manufacturing readiness and loading dates.

· **Shipment monitoring :** Monitor containers, shipping documents, vessel schedules, ETAs, transit times and customs clearance.

· **Stock visibility:** Maintain stock by country and brand, including forecast coverage and replenishment needs.

· **Cost control :** Track freight, demurrage, storage charges and abnormal logistics expenditure.

· **Master tracker :** Maintain the order-to-delivery tracker with accountable owners and expected completion dates.

· **Release coordination :** Confirm shipment readiness with Compliance and financial release with Finance.

· **Required profile :** Degree in logistics, supply chain or international trade; 3-5 years of import/export experience; knowledge of Incoterms, freight forwarding, customs documentation and inventory planning ; strong English and French.

Regulatory Compliance & Market Access Officer

Mission : Establish and maintain regulatory readiness for manufacturing, export and market entry, particularly during the transition to production.

· **Requirements matrix :** Create a regulatory requirements matrix for every active and planned destination country.

· **Registrations and approvals :** Coordinate product registration, import licenses, health warnings, packaging requirements, excise stamps and certifications.

· **US production :** Follow up production and export requirements with the manufacturing partner and qualified regulatory advisers.

· **Pre-release verification :** Verify country-specific compliance before packaging approval, production release and shipment.

· **Compliance calendar :** Maintain a calendar of licenses, renewals, submissions and pending approvals.

· **Evidence file :** Keep a central file of formal approvals and certificates (for example health warning artwork approvals and certificates of conformity), so partner and authority requests can be answered quickly; where an approval is first given informally, pursue the formal document.

· **Costs and risks :** Track regulatory costs, testing expenses and approval budgets with Finance ; report risks that could block production, shipments or commercialization.

· **Required profile :** Degree in law, regulatory affairs, international trade or a related field; 3-5 years in a regulated industry; excellente documentation and project-management skills; strong English and French.

· **Employment approach :** Begin with a 12-month staffing plan, Conduct a formal workload review after nine months to decide whether the role stays full-time or becomes a coordination role supported by external specialists.

NB : Please send application files consisting of a cover letter and a CV to the following address: "talent1@hrpartnerscm.com", stating the job title in the subject line, no later than november 15, 2026 at 5:00 p.m.