



National Electrostatics Corp.

7540 Graber Road, P.O. Box 620310
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About Us:

At National Electrostatics Corp. (NEC), we are committed to maintaining the highest standards of compliance and integrity. As a leader in manufacturing scientific research equipment, we prioritize transparency and adherence to regulations. Join our dedicated team to help uphold these values.

We are seeking a detail-oriented **Compliance Documentation Associate** to support our compliance team. This role involves maintaining and organizing compliance documentation, ensuring that all records are accurate, up-to-date, and in line with regulatory requirements.

Key Responsibilities:

- Collaborate with various departments to ensure that compliance documentation is aligned with business operations and regulatory standards.
- Maintain and organize compliance-related records, including contracts, policies, reports, and audit documents, ensuring they are up-to-date and accessible.
- Conduct research to stay informed of changes in relevant regulations and industry standards that may impact documentation requirements.
- Assist in developing and improving documentation processes and workflows to enhance efficiency and accuracy.

Qualifications:

- Excellent research skills with the ability to analyze complex regulatory requirements.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and document management software. Preferred proficiency in Linux/Bash, SQL, or other advanced data handling.
- Strong communication skills, both written and verbal, with the ability to convey complex information clearly.
- Ability to work independently as well as collaboratively within a team environment.

Education/Experience:

- Associate degree in Business Administration or a related field preferred
- Certification in Compliance or Document Management is a plus.
- Experience with technical writing or document design is a plus.



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Why Join Us?

- A culture of innovation, flexibility, mutual trust, and work-life balance.

Apply now using our quick 3-minute application. Please submit your resume to personnel@pelletron.com or apply online at Careers - National Electrostatics Corp. (pelletron.com).