



COMPLIANCE AND SUSTAINABILITY MANAGER (CSM)

Normann Copenhagen designs, produces, and sells furniture and home accessories worldwide from our base on Niels Hemmingsens Gade in central Copenhagen. We are approximately 80 employees globally, with about 35 working from our headquarters in the city center, where you will be based. We are looking for an ambitious and proactive Compliance and Sustainability to strengthen our compliance framework and sustainability efforts across the organization.

JOB DESCRIPTION:

As Compliance and Sustainability Manager, you will play a key role in ensuring that Normann Copenhagen meets and exceeds the evolving standards for sustainability and compliance within the furniture industry. You will work across teams to manage product data, certifications, and reporting while aligning internal policies with global regulations. The role requires a structured and detail-oriented approach, balancing strategic planning with hands-on implementation.

KEY RESPONSIBILITIES:

- Develop and implement a robust compliance framework across furniture, accessories, and lighting, covering FSC, packaging (PPWR), EUDR, CBAM, green claims, circularity, etc.
- Manage and optimize product data, certifications, and documentation, including selecting and implementing new tools or software to enhance efficiency.
- Identify and address implementation gaps by analyzing legislation, drafting summaries, interpreting its impact on Normann Copenhagen, and conducting risk assessments.
- Prepare sustainability compliance reports for senior management, integrating key compliance updates and performance metrics.
- Ensure supplier compliance with international standards, company policies, and sustainability objectives by maintaining and updating the Supplier Code of Conduct.
- Conduct Life Cycle Assessments (LCAs) for the product range and integrate findings into sustainability strategies.

- Oversee sustainability reporting, including Scope 1-3 emissions, for the annual sustainability report.
- Regularly review and update internal and external policies to align with evolving compliance and sustainability standards.
- Facilitate internal compliance trainings.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's or master's degree in a relevant field (e.g., compliance, environmental science, engineering)..
- Strong foundation in compliance, system management, and sustainability, with the ability to handle complex processes and technical solutions.
- Familiarity with key sustainability regulations, industry standards, and certification processes (e.g. FSC, EUDR, CBAM, EPR, ISO, etc.).
- Experience interpreting legislation, reviewing product documentation, and ensuring compliance with Normann Copenhagen's standards.
- Proficiency in conducting Life Cycle Assessments (LCA)
- Strong organizational, analytical, and critical-thinking skills
- Demonstrate excellence in written and verbal communication in English
- Excellent communication and interpersonal skills.
- Passion for sustainability and an interest in sustainable practices in the furniture industry.

The position is a full-time position of 37 hours per week. If you have any questions, please contact CFO, Morten Toft, at morten@normann-copenhagen.com.

If the position sounds interesting, please send us a motivated application and CV via the link: <https://www.normann-copenhagen.com/About/Join-Us>

Interviews will be held on an ongoing basis, so please send your application as soon as possible.

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