

Regulatory Compliance Associate

Driven by a love of plants, Pure Sunfarms is one of Canada's largest, single-site, licensed producers of high-quality, greenhouse-grown cannabis based in BC's Fraser Valley (Delta). We are proud to bring together individuals from a wide breadth of industries, backgrounds, and experiences, and promote a culture of belonging where everyone can truly be themselves – in every form of expression that is natural to them. This is our priority and guiding light at Pure Sunfarms, driving our uncompromising approach to quality and success within the Canadian recreational cannabis market. We believe our differences are our strengths, letting us look at cannabis in a whole new light.

ESSENTIAL FUNCTIONS

The Regulatory Compliance Associate is responsible for day-to-day data collection as well as assisting management to ensure employees are in compliance with rules and regulations of Health Canada and Pure Sunfarms Corp. The role requires the ability to analyze technical, financial, and operational information. This position reports to the Regulatory Compliance and Financial Reporting Manager.

- Assist in the oversight of all cannabis related activities such as cultivation, drying, packaging, and destruction to ensure adherence to the Cannabis Regulations and Cannabis Act, GPP (Good Production Practices), and SOP (Standard Operating Procedure) requirements.
- Develop and conduct internal compliance audits of operations as it pertains to the regulated cannabis industry (Physical Security, GPP, and Cannabis Traceability).
- Assist with monthly, quarterly, and annual CRA Excise tax reporting requirements.
- Assist Compliance department in preparing for and during Regulatory audits (Health Canada and CRA);
- Provide oversight of compliance assessments for all document, product, and process changes.
- Assist in company-wide risk management and mitigation practices.
- Assist in planning, implementing, and overseeing risk-related programs
- Familiarize with and understand the regulatory requirements from Health Canada
- Actively review new regulatory updates and communicate relevant information
- Work closely with the Quality Assurance Team, Accounting Department, and Production Managers to develop regulatory strategies to uphold compliance

OTHER DUTIES

We work in a fast-paced environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time-to-time/most of the time, and as a team, we look to support each other.

YOUR BRAND YOUR STORY

We already know you love working in compliance, but we want to know more about your strengths. You're good at the following:

- 1 to 2 years of experience in Regulatory Compliance and/or Risk Management within a private or publicly traded company.
- Experience with a professional services firm working on consulting and/or risk management engagements.
- In-depth experience of managing/identifying risks and communicating how the risks can be managed.
- Experience mediating with Regulatory Authorities i.e. Health Canada, CRA, will be an asset.
- Knowledge of cannabis and passion for the industry is an asset.
- A degree or diploma in Accounting, Finance, Law, Political Science or in pursuit of the same would be ideal for this position.
- Excellent verbal and written communication skills required.
- Must have good command of the English language, oral and written.
- Ability to exercise professional judgment and decision-making.
- Proven ability with Microsoft Office applications with a robust knowledge of Microsoft Excel.
- Excellent attention to detail and accuracy is required.
- Strong project management and problem-solving skills
- Ability to identify gaps/weaknesses in internal controls, identify the implications and provide recommendations to mitigate weaknesses
- Dependable and consistently at work and on time, ability to follow instructions and direction, and solicits feedback to improve performance.
- General understanding of Health Canada's Cannabis Regulations .
- Must have the ability to maintain and pass an RCMP criminal record check and obtain security clearance.

At Pure Sunfarms, we are growing our team with the same care we devote to growing our plants. We are proud of the diverse and inclusive culture that we have built and are excited to learn more about your experiences and how you can contribute to Pure Sunfarms and the cannabis industry.

Please email your resume directly to careers@puresunfarms.com