

EnvirOx

Job Description

Job Title: Staff Chemist & Regulatory Affairs Specialist

Department: Production

Reports To: VP of Operations

FLSA Status: Non-exempt

Prepared By: HR

Summary: Provides chemistry expertise and related activities such as lab work for Research & Development and acts as technical support in areas of expertise. Coordinates the accumulation of technical and administrative information and prepares submissions for approval to various governmental regulatory agencies, most notably the Environmental Protection Agency (EPA), Pesticides Division, by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Drafts, edits, compiles, and obtains internal approval of routine correspondence regarding regulatory filings, such as Consulting records, correspondence, sales data, labels, marketing information and related supplements and amendments.
- Works in partnership with manufacturing and QA/QC in designing and enhancing quality management systems to facilitate overall regulatory compliance.
- Maintains internal and external compliance with audit programs, and manages site inspections by local, federal and international regulatory agencies.
- Establishes and maintains policies and procedures to ensure compliance with government regulations and international Good Manufacturing Practice (GMP).
- Prepares annual safety reports on approved products (phase IV studies), and coordinates reporting of adverse events.
- Acts as regulatory liaison for environmental groups to keep regulatory affairs department apprised of research progress.
- Reviews regulatory publications to keep apprised of new regulatory developments.
- Manages, updates and focuses on all aspects of the EnvirOx safety program; including OSHA compliance, safety training, ongoing improvement of the safety program.
- Provides Technical Assistance to all areas of the organization; includes responding to internal and external customer email/phone inquiries and requests.
- Participates, provides expertise, research, and lab work on various Research & Development Projects. Carries out key laboratory activities such as chemical blending and sample testing. Occasionally involved in the development of new laboratory tests such as titration methods.

- Actively participates as a strategic partner in company Product Development and R&D activities. Provides expertise and brings a unique perspective to the development team to research, test, and implement a wide variety of technical solutions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Accountability: Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight. Accepts responsibility for own actions. Strives to learn, understand and put into practice the EnvirOx model of Accountability as defined through the teaching of the Oz Principle.

Cooperation & Teamwork: Works harmoniously with others to get a job done; responds positively to instructions and procedures. Able to work well with other staff members and a variety of different personalities. Shares critical information with everyone involved in a project. Values positive working relationships. When appropriate, seeks the opinion of others.

Drive for Results: Is committed to doing what it takes to consistently achieve all commitments and performance goals which have been aligned with EnvirOx company goals and key results. Drives for results in improving organizational performance through one's every day contributions to make positive progress towards company objectives.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in Chemistry (B. A.) from four-year College or university; or three to five years related experience and/or training; or equivalent combination of education and experience. A preference towards candidates who possess prior experience working directly with the EPA in some capacity (not required).

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accountmate Accounting software; Project Management software; Spreadsheet software and Word Processing software.