

SePRO CORPORATION
REGULATORY AFFAIRS SPECIALIST
JOB DESCRIPTION

Job Title: Regulatory Affairs Specialist
Department Name: Research and Regulatory
Location: Carmel, IN
Supervisor(s) Title: Head of Regulatory Affairs

JOB SUMMARY

SePRO Corporation is dedicated to discovering and developing sustainable solutions. Founded in 1994, SePRO's mission is to provide plant protection and plant management products and services that fit specialized market needs. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for accelerated growth and market leadership.

SePRO Corporation is seeking a Regulatory Affairs Specialist to support the implementation and execution of regulatory strategies for products spanning aquatics, agriculture, turf and ornamental. The ideal candidate is experienced in pesticide regulatory, including labeling and state registration, and is committed to excellence and teamwork.

PRIMARY RESPONSIBILITIES

State Registration

- Manage all aspects of state registrations of SePRO pesticide products
- Support business goals and ensure flawless execution of regulatory plans
- Prepare accurate submission documents
- Archive submission documents and regulatory correspondence
- Collaborate with stakeholders and colleagues within and across functions
- Build professional relationships with state regulatory agencies

Label Maintenance

- Support business units and manage product labels to ensure time to market
- Work with regulatory, manufacturing and business stakeholders to prioritize label revision
- Lead interaction with 3rd party vendors and ensure on time delivery of package labels
- Review, approve and archive package labels
- Support master label revision and submission

QUALIFICATIONS

- Bachelor's degree (B.S. or B.A.)
- Minimum of 2 years of experience in an EPA regulated industry
- Minimum of 1 year of Regulatory Affairs experience
- Experience in pesticide product labeling and state registration
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Proficiency in document management using standard software