# **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 affairs, including labeling and state registration, and is committed to excellence and teamwork.

**PRIMARY RESPONSIBILITIES AND TASKS**

**State Registration**

* Deliver registration milestones on time and enable SePRO right-to-sell
* Support all business units and ensure flawless execution of regulatory plans
* Manage all aspects of state registrations of SePRO pesticide products including preparation of high-quality submission dossiers and regulatory response
* Develop and maintain professional relationships with state regulatory agencies; represent SePRO in front of state regulatory agencies and work collaboratively to resolve issues

**Labeling**

* Lead timely and flawless implementation of EPA approved pesticide labels in accordance with federal and state requirements
* Network with Regulatory, Research, Manufacturing, and Business Unit stakeholders to prioritize, review, and approve label creation and revisions
* Serve as focal point with 3rd party vendors to ensure on-time delivery of label artwork
* Support all business units and manage product labels to ensure time to market
* Support and enable master label improvement

**Compliance**

* Ensure meeting federal and state reporting requirements for pesticides
* Archive regulatory information in accordance with SePRO record management policy
* Support OMRI product certification and compliance audit
* Acquire knowledge in chemical hazards, hazard classification, OSHA requirements and transport regulations relevant to SePRO products
* Ensure safety data sheets accurately reflect composition, hazards, and safe handling procedures

**QUALIFICATIONS**

* Bachelor’s degree or Master’s degree in life science
* 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