



Job Title: Product Labeling Specialist  
Location: Carmel, Indiana

### **About SePRO**

SePRO Corporation is a specialty environmental products company committed to protecting, preserving, and restoring nature. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

### **Job Overview**

At SePRO, we understand that our company thrives when our employees thrive. We are seeking a Product Labeling Specialist with high learning agility and outstanding collaborative skills. The Product Labeling Specialist will coordinate efforts across teams to ensure SePRO product label and packaging artwork is developed and implemented on time, and in compliance with regulatory requirements and company standards.

### **Key Responsibilities**

- Coordinate efforts across Operations, Regulatory, Marketing, and Business Unit teams to ensure label and packaging artwork for SePRO products is developed and deployed on time, efficiently, and in full compliance with Federal and state requirements; ensure the label and packaging reflect quality, reliability, and accuracy to customers.
- Interact with external label and packaging vendors to develop and update label and packaging artwork and ensure timely completion; maintain strong relationships to manage timelines.
- Work closely with Operations colleagues to incorporate label changes or generate new label and packaging artwork triggered by internal needs (e.g. new SKU, new label dimensions, etc.).
- Work closely with Regulatory team to develop new product labels and incorporate updates driven by EPA or state agencies (i.e. registration of new product, updates to Federal master label, etc.).
- Provide thorough review of packaging to ensure necessary edits and updates have been incorporated; network with internal stakeholders to complete full reviews of artwork and secure final approval.
- Provide light editing of electronic artwork files to expedite package label, box, and bag artwork finalization.
- Ensure current labels and other supporting documents are available to stakeholders and customers on SePRO.com and 3rd party websites.
- Maintain accurate records of suppliers, designs, and packaging specifications.

### **Job Requirements**

- 2+ years of project management experience.
- Excellent attention to detail.
- Ability to manage multiple projects simultaneously.
- Strong communication skills and ability to network across internal teams and external vendors.
- Proficiency with computer software including Word, Excel, Teams, Adobe Acrobat, etc.
- Familiarity with graphic design software is a plus.



### **Physical Requirements**

- Ability to sit or stand for extended periods.
- Occasional lifting of packaging materials or related items.

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.