# **SePRO CORPORATION**

**REGULATORY AFFAIRS AND COMPLIANCE SPECIALIST**

**JOB DESCRIPTION**

# Job Title: Regulatory Affairs and Compliance Specialist

Department Name: Research and Regulatory

Location: Carmel, IN

**JOB SUMMARY**

SePRO Corporation is dedicated to discovering and developing sustainable solutions to protect, preserve, and restore nature. 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 and Compliance Specialist to support the implementation and execution of regulatory strategies for products across our aquatics, agriculture, and turf and ornamental portfolios. The ideal candidate has experience in pesticide registration under the US pesticide laws and regulations and is committed to teamwork.

**PRIMARY RESPONSIBILITIES**

**State Registration**

* Enable SePRO the right-to-sell and represent SePRO in state regulatory functions
* Develop and implement state regulatory strategies for new products to meet business goals
* Prepare clear and concise regulatory submissions; resolve issues raised by state authorities
* Become subject matter expert on emerging issues and challenges with state laws and regulations regarding use of SePRO products
* Is well versed in state regulatory challenges; develop action plans with stakeholders for execution

**Labeling**

* Collaborate with colleagues across functions; execute SePRO bilingual label strategy
* Ensure pesticide labels meet federal and state regulatory requirements; communicate requirements to stakeholders and implement EPA approved pesticide labels as required
* Work with business partners, product development managers, federal and state authorities to ensure label reflect the product’s usage and safety

**Compliance**

* Focal point for creating and updating Safety Data Sheets (SDS) for SePRO products; is well versed in chemical hazard classification, OSHA requirements and transport regulations
* Ensure meeting federal and state reporting requirements for pesticide products
* Responsible for OMRI certification and compliance audit of SePRO products

**EDUCATION, QUALIFICATIONS, AND EXPERIENCE**

* Bachelor’s degree or Master’s degree in agriculture, biology, chemistry, environmental science, or other related fields
* 5+ years of experience in the registration of pesticide products under US federal and state laws/ regulations is preferred
* Strong writing skills, verbal communication skills, analytical skills, and attention to detail
* Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat