



## **Operations Specialist**

Scientific & Regulatory Consultants, Inc. (SRC) located in Columbia City, Indiana, is seeking a full time Operations Specialist to support our business.

SRC specializes in providing regulatory and scientific support for the testing, registration, and marketing of EPA and FDA regulated antimicrobial/pesticide products.

### **Minimum Requirements:**

- Ability to manage multiple projects simultaneously
- Capable of providing information in an organized and succinct manner
- Intermediate to advanced skills with MS Office, technology, and social media
- Ability to handle sensitive and confidential situations with tact and diplomacy
- Excellent verbal and written communication skills
- Attention to detail and proof reading skills essential
- Driven self-starter, positive attitude, and proactive approach to work
- Able to adapt to schedules and demanding timelines
- Accounting and QuickBooks experience a plus
- College Degree preferred. Additional professional experience may be substituted for academic degree

### **Responsibilities:**

- Review and process federal/state registration submissions
- Coordinate internal and external meetings/events, training, appointments, and travel
- Maintain electronic filing and tracking systems
- Contribute in increasing team efficiency by giving support both operationally and administratively
- Make innovations for the creation of company procedures and policies as a means for improving company practice, work, and organizational structure
- Academic research article searches, acquisition, and database entry
- Provide exemplary customer service
- Additional tasks/projects as assigned

### **Benefits:**

- Starting wage commensurate with experience
- Health/Vision/Life insurance
- 401k
- Relaxed dress code

To be considered for this position, send cover letter, resume, and **written assessment\*** to [jobpostings@srccconsultants.com](mailto:jobpostings@srccconsultants.com). **\*Info may be obtained at [www.srccconsultants.com/careers](http://www.srccconsultants.com/careers)**