

Operations Specialist



Seeking an experienced Operations Specialist to join our staff.

SRC is a premier consulting firm providing scientifically-sound, cost effective, and timely solutions for our clients.

Compensation:

- Wage commensurate with experience
- Health/Vision/Life insurance
- 401k
- Friendly work environment



Job Summary:

Predominately focused on maximizing operational efficiencies.

Role will involve reviewing and processing EPA, FDA, and State submissions, handling of study files, event planning, database management, and managing general business operational needs.

Responsibilities

- Review and process federal/state registration submissions
- Coordinate meetings/events, training, appointments, and travel
- Maintain electronic filing and tracking systems
- Increase team efficiency by giving support both operationally and administratively
- Academic research article searches, acquisition, and database entry
- Provide exemplary customer service
- Create GLP chain of custody for study files
- Additional tasks/projects as assigned

Qualifications

Required:

- Able to manage multiple projects simultaneously
- Capable of providing information in an organized and succinct manner
- MS Office, technology, and social media skills
- Able to handle sensitive and confidential situations with tact and diplomacy
- Excellent verbal and written communication skills
- Attention to detail and proof reading skills
- Positive attitude and proactive approach to work
- Able to adapt to schedules and demanding timelines

Preferred:

- College Degree. Additional professional experience may be substituted for academic degree
- Accounting and QuickBooks experience

Come join one of the premier regulatory consulting teams in the U.S.!

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