



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.

Compensation:

- Starting wage commensurate with experience.
- Health insurance available.
- Pension benefits.
- Relaxed dress code.

To be considered for this position, send cover letter, resume, and **written assessment*** to jobpostings@srconsultants.com. ***Info may be obtained at www.srconsultants.com/careers**