

State Registration Specialist

Seeking an experienced team member to join our staff.

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



We Are Hiring!

Job Summary:

Specialist needed to file client state registrations and renewals on time, keeping labels up to date, and tracking the differences in state regulatory requirements. Establishing rapport with your clients and government agencies to ensure projects are executed efficiently and effectively.

Compensation:

- Wage commensurate with experience
- On-the-Job Training Program
- Annual Bonus Opportunities
- Health, Vision, Life, Disability insurance
- Health Savings Account
- 401(k)
- Tuition Reimbursement Program
- Friendly Work Environment

Responsibilities

- Develop and maintain lasting relationships with clients and state regulators
- Provide amazing customer service via phone and email correspondence to ensure enquiries are processed in a timely manner
- Process and submit applications for all 50 states to complete client product registration
- Review label, technical documents, and advertisements for regulatory compliance
- Secure and track client product registrations in the US and territories
- Interact with state government agencies on behalf of SRC and client
- Identify and advise management of trends, problems, and issues as well as recommended course of action
- Participate in trade associations.
- Estimated travel: 0 to 1 overnight trip/year

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 and problem solving

Preferred:

- Aptitude for customer service
- Sales-oriented individual
- Bachelor's Degree. Additional professional experience may be substituted for academic degree

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

www.srcconsultants.com