



**Scientific & Regulatory
Consultants, Inc.**

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

We are Hiring!

Job Opening: Registration Specialist I

Seeking an experienced team member to join our staff.

Job Summary:

Role will involve building relationships with clients and regulators, reviewing labeling, and preparing client's initial and state renewal applications for their products. This position provides the opportunity to work in a team setting and be on the forefront of innovation and change in the antimicrobial and pesticide industry.

Compensation:

- Wage Commensurate with experience
- On-the-job Training
- Annual Bonus Opportunities
- Health/Vision/Dental/Life/Disability Insurance
- Health Savings Account
- 401 (k)
- Tuition Reimbursement Program
- Friendly Work Environment

Responsibilities:

- Review, understand and advise clients on state regulatory law and guidance for sale and labeling of pesticide products
- Interact with state government agencies on behalf of SRC and client
- Process and submit applications for all 50 states to complete client product registration
- Review label, technical documents, and advertisements for regulatory compliance
- Identify and advise management of trends, potential challenges, or opportunities, as well as recommended course of action
- Work in a team-focused environment to achieve team and client goals and deadlines

Qualifications:

- 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:

- Aptitude for customer service
- Sales-oriented individual
- Bachelor's Degree

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

www.srcconsultants.com



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Job Description

Job title:	Registration Specialist I	
Work Location:	Hybrid: Remote Available; Onsite Preferred	
Division/Department:	State Team	
Status:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Essential Functions and Responsibilities:

- Evaluate client needs and provide regulatory solutions to meet product sale and marketing goals
- Develop and maintain lasting relationships with clients and state regulators
- Process and submit applications for all 50 states to complete client product registration
- Review, understand and advise clients on state regulatory law and guidance for sale and labeling of pesticide products
- 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, potential challenges, or opportunities, as well as recommended course of action
- Work in a team-focused environment to achieve team and client goals and deadlines
- Provide superior customer service via phone, email, and all digital platforms to ensure enquiries are processed in a timely manner
- Participate in trade associations.
- Additional tasks and projects as assigned

Qualifications:

- College degree or equivalent regulatory work experience
- Organization and time management skills
- Effectively communicate with clients, supervisors, and co-workers by telephone, e-mail, written form, in person, and digital platforms
- Ability to work independently and/or with internal and external team members
- Innovative problem solver
- Must be able to work under pressure and meet deadlines
- Able to handle sensitive and confidential situations with tact and diplomacy
- Proficient in Office365 applications (Word, Excel, PowerPoint, and Outlook)
- Positive attitude and proactive approach to work

Preferred:

- Aptitude for customer service
- Sales-oriented individual
- Bachelor's Degree

Requirements:

- Comprehend, retain, and follow verbal and written instructions
- Exercise independent judgment and make sound decisions
- Perform in situations requiring attention to detail, speed, deadline management, and efficiency
- Able to manage multiple projects simultaneously
- Complete assigned tasks and maintain deadlines without constant supervision
- Clearly articulate information (oral and written) to diverse groups of people
- Perform essential functions safely and successfully

- Maintain regular, punctual attendance whether remotely or on-site
- Must be able to complete job responsibilities utilizing a computer and remain in a stationary position (standing and/or sitting) at desk for 8 or more hours per workday

Date: 12/01/22