



**Scientific & Regulatory  
Consultants, Inc.**

## We are Hiring!

SRC is a premier consulting firm providing scientifically-sound, cost effective, and timely solutions for our clients. Seeking an experienced team member to join our staff.

### **Job Opening: Consulting Associate Efficacy Team**

#### **Job Summary:**

Placing and managing EPA, DPR, FDA, Health Canada/International Good Laboratory (GLP) and non-GLP studies. Reviewing efficacy protocols and reports for compliance with applicable regulations and developing testing strategies unique to each client. This position provides the opportunity to work in a team setting and be on the forefront of innovation and change in the antimicrobial/pesticide industry.

#### **Compensation:**

- Wage Commensurate with experience
- On-the-job Training
- 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, labs, regulators, and trades
- Place and manage Good Laboratory (GLP) and non-GLP efficacy studies
- Evaluate client needs and provide regulatory solutions to meet product sale and marketing goals
- Review efficacy protocols and reports for compliance with applicable regulations
- Develop testing strategies unique to each client
- Work in a team-focused environment to achieve team and client goals and deadlines

#### **Qualifications:**

- College degree or equivalent regulatory work experience
- Effectively communicate with clients, supervisors, and co-workers.
- Able to handle sensitive and confidential situations with tact and diplomacy
- Proficient in Office365 applications

#### **Preferred:**

- EPA FIFRA experience
- Knowledge of:
  - EPA/DPR regulations and standards
  - AOAC and ASTM methods
- Project management skills

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

## Job Description

<b>Job title:</b>	Consulting Associate – Efficacy Team	
<b>Work Location:</b>	Onsite or Remote Options Available	
<b>Division/Department:</b>	Efficacy Team	
<b>Status:</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

### Essential Functions and Responsibilities:

- Place and manage Good Laboratory Practices (GLP) and non-GLP efficacy studies
- Evaluate client needs and provide regulatory solutions to meet product sale and marketing goals
- Review efficacy protocols and reports for compliance with applicable regulations
- Develop testing strategies unique to each client
- Manage relationships with laboratory staff and clients
- Recognize and initiate workplace process improvements, inclusion, and project management
- Process client study files and ensure quality assurance measures are in place according to Good Laboratory Practices
- Assist with developing educational blogs and marketing pieces (trade show events, website, blogs, etc.)
- Manages specialized projects and functions within the Efficacy Team or other departments as assigned
- Develop and maintain lasting relationships with clients, state, and government regulators
- Interact and negotiate with government agencies on behalf of SRC and client
- Follow national and international regulatory issues; communicate trends, potential challenges, or opportunities to management with proposed solutions
- Provide internal and external training
- Create and review SOPs and validation documentation
- Showcase workflow efficiencies and demonstrate organization and time management skills
- Work in a team-focused environment to achieve team and client goals and deadlines
- Maintain electronic filing, tracking systems, and data entry
- Perform research using FOIA, Knowtify, and other applicable search engines
- Increase team efficiency by supporting multiple business departments and team members
- Perform client and lab audits
- Participate in trade association; and take leadership roles (when applicable)
- Travel – 0 to 1 overnight trips/month
- Additional duties as assigned by Manager

### Qualifications:

- College degree or equivalent regulatory/work experience
- 3+ years, or equivalent/related, experience in product efficacy testing
- 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:**

- EPA FIFRA experience
- Previous experience with government regulatory agencies
- 5+ years of experience in regulatory affairs
- Knowledge of:
  - EPA Good Laboratory Practices
  - EPA/California DPR regulations and standards
  - AOAC and ASTM methods
  - Antimicrobial efficacy testing
- Bachelor's Degree
- Aptitude for customer service
- Project management experience

**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 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 hours per workday

**Date: 07/03/23**