

JOB DESCRIPTION

TITLE: Full-Time Regulatory Assistant

REPORTS TO: Regulatory/Legal Director

SUPERVISES: NA

CLASSIFICATION: Non - Exempt

SUMMARY:

Assist with domestic regulatory processes related to existing EPA registrations, individual State registrations, product labeling, annual registration renewals, as well as ensuring the company complies with all applicable federal regulations. Review of all advertising and marketing materials for conformance with the master labels.

Assist Research and Development in new active ingredients and other uses with regulatory requirements.

Work with Global consultants to help with registrations in markets in other countries.

DUTIES AND RESPONSIBILITIES:

- Process all required State product registrations.
- Maintain all product labels, SDS sheets, etc.
- Provide Supply Chain with current product labels for printing and inventory.
- Communicate with outside regulatory agencies when necessary.
- Assist with EPA and other country registrations.
- Insure compliance with State and Federal regulations.
- Other duties as assigned.
- Some travel required

KNOWLEDGE AND SKILLS:

The individual in this position must be motivated and possess a working knowledge that is enough to accomplish the described duties in an efficient and proficient manner. Must possess a working knowledge of Microsoft Office programs and have a proven track record of problem-solving skills. The ability to demonstrate and communicate to staff, other employees, outside service personnel and customers is crucial. Cooperation and teamwork are a must. Individual should be organized, accurate, self-motivated, and neat. He/she should also have legible handwriting, effective communication skills in English (both oral and written), including, but not limited to, having good listening skills, and have good speech clarity.

EDUCATION AND TRAINING:

Any combination of education, training, and experience that provides the required knowledge and abilities is acceptable.

WORKING CONDITIONS:

The individual must have the ability to provide flexible working hours when necessary. 1,4GROUP, Inc. is a drug free workplace, the individual must have the ability to pass a pre-employment and periodic substance tests if required. This position requires the individual to live in Boise, Idaho although some travel may be required.