

Job Description

DEPARTMENT:	Regulatory
JOB TITLE:	Registration Specialist
REPORTS TO:	Director of Regulatory Affairs
APPLY TO:	HR@sipcamagro.com

SUMMARY DESCRIPTION

Responsible for pesticide and fertilizer State registration actions including but not limited to new product state registrations, registration amendments and renewals. Will also support Federal products registration as needed. This position is hybrid, working at the corporate office Monday-Thursday and home-office Fridays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Submit State Pesticide New Product Registrations and Renewals of crop protection and turf and ornamental products timely, including 24(c) *Special Local Need Label submission*.
- Submit State Fertilizer New Product Registrations and Renewals of crop protection and turf and ornamental products timely.
- States fees expense sheet maintenance and budget cycle planning.
- Resolve any additional state regulatory requirements for fertilizers, soil amendments (*Biostimulants*), and pesticides (i.e. NY RUP certifications, state 6 (a) 2 reporting, fertilizer tonnage reporting, gross sales reports, etc.)
- Actively participate in Innovation and New Product Introduction (NPI) meetings; anticipate issues to leaders and be prepared to provide solutions and options to overcome them.
- Support/Assistance Federal Registrations: preparing dossier submissions; label amendments, notification, CSF, other as needed.
- Support *Good Laboratory Practice* (GLP) data achieving.
- Assist with the review of commercial labels.
- Support managing the Product Chemistry and Acute Toxicity reports with external CRO.
- Maintain and update JDE to allow expedient products sales and distribution.
- Correspond with external label management systems (*CDMS and Agrian*) for labels updates.
- Participate in AAPFCO, AAPCO/SFIREG, RISE (associations) meetings and update leader upcoming legislation.
- Fertilizer and Soil Amendment Tonnage Reporting (Monthly, Quarterly, Semi-Annual, Annual)

QUALIFICATIONS

Education

Science's BS degree, preferred M.Sc. or PhD.

At least two years of experience in Regulatory Affairs (preferred Agrochemical industry)

Key Skills and Competencies

- ✓ Strong written and verbal communication skills along with the proven track record of successfully tracking and managing multiple projects
- ✓ Strong Prioritization skills and ability to manage time well
- ✓ Highly Responsive: timely and accurately

- ✓ Creative, Courageous and Collaborative (3C's)
- ✓ Seeks superior's input when required; knows when to raise the flag
- ✓ Professional maturity
- ✓ Diplomatic
- ✓ Ability to articulate complex issues and regulations to internal customers
- ✓ Ability to work on several projects simultaneously

APPROVED BY ROSA TREVISAN, AMERICAS
REGULATORY DIRECTOR

Date 09.26.2024