

BIONETIX INTERNATIONAL

JOB POSTING

POSITION TITLE R&D Chemist and Compliance Officer

REPORTS TO Technical Sales Director

POSITION SUMMARY

Serves as lead person on regulatory affairs and compliance efforts. Provides R&D assistance on new and modified products.

POSITION ACCOUNTABILITIES

The following are essential job functions.

Compliance

- Oversees and maintains product registration process.
- Ensures all incoming materials and associated documentation are compliant with applicable laws and regulations.
- Serves as lead for Global Harmonization System (GHS) program.
- Maintains all SDS's (Safety Data Sheets)
- Monitors adherence to all applicable ISO 9001 Standard Operating Procedures (SOP's) and Work Instructions (WI's).
- Achieves acceptable scores on all quality audits
- Plans and performs tests of calibration and testing.
- Updates and maintains ISO documentation.
- Maintain currency with various product registrations.

Research and Development

- Formulates new products
- Modifies existing products to meet customer requirements and compliance needs
- Works with Production Manager to scale up to larger production volumes
- Receives, responds to and maintains records of laboratory test project assignments
- Develops standard procedures for tests
- Evaluates and reports opinions and interpretations of tests and/or calibration

Teamwork

- Serves as primary support to Production
- Provides backup to the Quality function
- Communicates effectively and collaborates throughout the organization

Secondary job accountabilities

- Other related duties as assigned.

JOB SPECIFICATIONS

Minimum Education BA in Chemistry required; Environmental Science emphasis a plus
Must be a member of the Order of Chemists of Quebec

Minimum Experience 1-3 years' in manufacturing setting required

Key Knowledge Proficiency with Microsoft Office Suite required
Working knowledge of relevant regulations and compliance requirements, including ISO standards for Quality, Laboratory and Environment.

Key Skills

Attention to Detail — Uses care when working with lots of information in order not to miss important details

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Key Competencies

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Travel: None

Supervises: None

Exempt/Non-Exempt: Exempt