

## **CORTEC CORPORATION**

### **JOB DESCRIPTION**

**POSITION TITLE** Compliance Specialist

**REPORTS TO** Director of Innovations and New Technologies

#### **POSITION SUMMARY**

The primary responsibilities are to prepare global Safety Data Sheets (SDS) and chemical labels for Cortec products, and to support Cortec employees and customers on regulatory and hazard communications.

The secondary responsibilities are to maintain the laboratories' compliance with ISO 17025 standard.

#### **POSITION ACCOUNTABILITIES:**

**The following are essential functions:**

##### **Regulatory Compliance, Documentation, and Analysis**

- Author, manage, and maintain global Safety Data Sheets (SDS) and labels (industrial and consumer).
- Work with suppliers to obtain and manage regulatory information for raw materials
- Provide guidance on prospective classifications for R&D efforts
- Assist customers with their regulatory related inquiries on Cortec products
- Prepare regulatory documentation submissions on global compliance and registration projects, such as TSCA and REACH when needed
- Support REACH related activities
- Keep up to date on laws and regulations pertaining to chemical regulation and hazard communication (CHS, REACH, ROHS, Prop 65, OSHA, CLP, DOT/IMDG/IATA).

##### **ISO 17025 Compliance**

- Ensure the laboratory department maintains compliance with ISO 17025 standard.
- Plan and implement activities towards successful application/maintenance of the ISO certificate.
- Keep up to date on the ISO 17025 Standard and the accreditation requirements of the ISO audit agency.

##### **Secondary job accountabilities**

- Other related duties as assigned

## JOB SPECIFICATIONS

<b>MINIMUM EDUCATION</b>	Bachelor's degree in science (Chemistry, Chemical Engineering, Material Science, Biology or similar technical field) required.
<b>MINIMUM EXPERIENCE</b>	Minimum five years' experience in Environmental, Health, Safety and Regulatory in chemical industry

## KEY KNOWLEDGE

**Chemistry** — Knowledge of chemical composition, structure, and properties of substances and of chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production processes, and disposal methods.

## KEY SKILLS

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Speaking** — Talking to others to convey information effectively.

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

## KEY COMPETENCIES

**Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

**Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

**Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**Initiative** — Job requires a willingness to take on responsibilities and challenges.

**Integrity** — Job requires being honest and ethical.

**Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Supervises: **None**

Exempt/Non-Exempt: **Exempt**

