

## **PRODUCT COMPLIANCE SPECIALIST**

### **OVERVIEW**

**Product Compliance Specialist:** is based at the Dover, OH location. This includes authoring Safety Data Sheets and related label content for Dover Chemical's products at both the Dover, OH and Hammond, IN facilities. This position will work as part of the Environmental Health and Safety department to ensure that Dover Chemical products comply with applicable hazard communication and chemical control regulations. Will assist the Product Compliance Manager to drive hazard communication priorities and vision to the organization. Utilizes internal Microsoft AX (ERP) operating system and 3E Generate (MSDGen) authoring software to achieve full integration of multiple organizational processes and data.

### **POSITION REQUIREMENTS:**

- BS Degree in chemistry is preferred.
- Will consider a minimum 2-year Associates Degree in Environmental / Regulatory Compliance, Industrial Hygiene or related field.
- 5 – 10 years' overall experience in regulatory system administration, product compliance, product stewardship or EH&S field in Chemical related manufacturing industry. At least 5 of those years should be in direct support to a manufacturing location.
- Understanding, knowledge, and proficiency in environmental/industrial toxicology. At least 8 college level credit hours in toxicology is preferred.
- Understanding and use of SDS authoring software preferably 3E Generate (MSDGen) to include: data input, system organization & utilization, data retrieval and training others on the software usage.
- Utilize existing 3E Generate (MSDGen) software as a database to assemble and organize product data and key information.
- Demonstrated experience with product compliance systems, and related software application and product stewardship in a global organization is preferred.
- Technical knowledge and understanding of TSCA & ECHA, Product Compliance, Global Harmonization (GHS), Safety Data Sheets (SDS), multimodal transportation (DOT, IMDG, IATA), and CAS Registry numbering
- Ability to build business partnerships across functional groups and lead a project or technical team to achieve positive results.
- Ability to present complex topics in a concise manner and experience writing technical reports.
- Effective oral/written communication and interpersonal skills, dealing with people at all levels and a variety of functions.
- Computer skills are a must with knowledge of Microsoft Word, Excel, PowerPoint, plus extensive understanding and familiarity with SDS software system, preferably 3E Generate (MSDGen)
- Some occasional domestic travel (automobile and/or air) will be required.
- Valid driver's license is required.

### **ESSENTIAL FUNCTIONS**

- Author, monitor, & update Safety Data Sheets (SDS) and labeling using the MSDGen software system
- Assist in the review of toxicology data used in conducting health and environmental hazard assessments and use that data to determine global classifications
- Support creation and maintenance of data required for compliance to chemical and hazard communication regulations and determine appropriate hazard classification and SDS phrases for products
- Assist in the chemistry evaluations of Dover Chemical products and raw materials.
- Maintain documents via the EHS product compliance MS SharePoint site.
- Collaborate with lab personnel and the Product Compliance Manager to establish testing protocols
- Apply Product Safety regulations to Dover Chemical products.
- Effectively interact with both internal technical resources and outside consultants for strategic input related to product management.
- Ensure compliance with market-specific applications in sensitive end-use applications.
- Proactively monitor specific legislation, identify and communicate business opportunities/threats from current/future legislation and industry product stewardship trends
- Oversees the classification aspects of product classifications and country registrations

- Track changes in global registration requirements to ensure proposed changes are identified and implemented by regulatory deadlines.
- Collaborate with Technical, Operations, and Sales to ensure product work family principles and practices throughout the product life cycle.
- Ensure customer new product approval data requests and significant changes to product labels and SDSs are communicated in a timely manner.
- Serve as internal resource for Product Safety for MSDgen, SDS's, Product Labeling and regulatory information requests from Sales Representatives and Customers.
- Assist with completing product questionnaires from customers to support sales personnel
- Completion of Product Compliance Statements to meet customer requests.
- Responsible for internal compliance audits.
- Identify, solve, and document product compliance issues that may arise including determining any required reporting to agencies.

**PHYSICAL REQUIREMENTS:**

Typically works in an office environment with a normal range of temperature, chemical odor, and noise level; but may be required to perform various tasks in the manufacturing plant, laboratory, and other areas of the premises. Must be able to wear Personal Protective Equipment (PPE) in designated areas with potential exposure to hazardous chemicals, wet/humid conditions, dust and outdoor weather. Requires the ability to climb stairs, lift or move up to 30 pounds occasionally. May need to climb ladders and examine work that may be conducted in high, precarious elevations.

**COMPETITIVE BENEFITS INCLUDING:**

Medical, prescription, dental, bonus potential, matching 401 (k), company paid life insurance, vacation, tuition assistance, 11 paid holidays. Salary will be commensurate with education, training, and background experience. Enter in subject line **Product Compliance Specialist** and email to [aadams@dooverchem.com](mailto:aadams@dooverchem.com).

**NO VISA SPONSORSHIPS**

**Principals only**

**No phone calls or emails to employer please.**