



REGIONAL REGULATORY SPECIALIST INTERNSHIP UPL NA POSITION DESCRIPTION

Job Title: Regional Regulatory Specialist -Internship
Reports To: Sr. Regulatory and State Team Manager, US

Location: Remote

JOB SUMMARY: The Regional Regulatory Specialist is responsible for the registrations and marketability for assigned product lines. Reporting to Sr. Regulatory and State Team Manager, US, the Specialist is responsible for the professional interaction with state and/or local regulatory authorities, trade associations, grower groups, customers, and industrial partners as required by job function.

REQUIRED EDUCATION AND EXPERIENCE:

- Ideal candidate will possess (or be working towards completion of) Bachelor of Science/Bachelor of Arts degree.
- Demonstrated ability to work within a team environment
- Highly developed written and oral communication skills;
- High Proficiency in Microsoft Office Suite programs especially MS Excel
- Strong problem-solving skills;
- Ability to multitask, prioritize and demonstrated organizational skills
- Ability to travel up to 10%.

JOB RESPONSIBILITIES:

- Manage the state regulatory activities necessary to support and maintain the business
- Compile and submit required data and documents necessary for registration across all States
- Maintain and update regulatory database tracking systems for products
- Track and process payment of state registration fees (e.g. new product registration fees, annual state renewal fees) and other required state fees and licenses along with appropriate documentation
- Maintain compliance by interpreting and evaluating state registration requirements
- Maintain knowledge of current state regulations and convey critical knowledge, especially that relating to assigned position, to stakeholders (internal and external)
- Provide regulatory support and service to team members and external customers, as needed
- Respond to customer (internal and external) and/or compliance inquiries from state regulatory agencies or stakeholders requesting registration or product information

KEY COMPETENCIES:

Communication: Speaks, writes, listens and presents information in a logical and articulate manner appropriate for the audience

Initiative: Recognizes what needs to be done and acts and accomplishes results as the situation demands

Organization/Project Management: Plans and schedules work according to changing priorities; designs and maintains effective systems and processes for managing work

Problem Solving: Identifies the root cause of an issue and works with others to permanently fix problems

Productivity/Quality: Ability to produce work product that is thorough and accurate

PHYSICAL DEMAND ANALYSIS

DESCRIBE WORK ENVIRONMENT: Remote Office, and conference room meetings or other enclosed spaces.

SUMMARIZE THE PHYSICAL DEMANDS ASSOCIATED WITH THIS POSITION: The incumbent will carry a laptop and may occasionally carry products or boxes of varying weight and size.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

PLACE AN X IN THE APPROPRIATE COLUMN: "O" = OCCASIONAL, "F" = FREQUENT, "C" = CONSTANT.

	FREQUENCY OF ACTION			WEIGHT INVOLVED (IF APPLICABLE)								
				UNDER 20 LBS.			20-60 LBS.			OVER 60 LBS.		
	O	F	C	O	F	C	O	F	C	O	F	C
STANDING		X										
WALKING		X										
SITTING		X										
CARRYING	X			X			X					
BENDING	X			X			X					
LIFTING	X			X			X					
PUSHING	X			X			X					
PULLING	X			X			X					
TWISTING	X											
REACHING	X											
SEEING			X									
GRIPPING	X											
HEARING			X									

Scale	OCCASIONAL	0-33% OF TIME
	FREQUENT	34-66% OF TIME
	CONSTANT	67-100% OF TIME

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related duties as requested by their supervisor, consistent with their skills and experience.

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