

Job Title: Regulatory Expert & SDS Author
Effective Date: Immediate
Location: Open to a Home-based position

About Us

ICC Compliance Center was founded in 1987 with one principal in mind – to help our clients comply with hazardous materials/dangerous goods regulations, whether they are handling, shipping or transporting hazardous materials/dangerous goods by air, ground or sea. Over the years, we have become a leader in providing supplies, training and services to hazardous materials/dangerous goods manufacturers and shippers throughout North America and around the world.

ICC Compliance Center is a leader in compliance training and consulting for hazardous materials/dangerous goods. We have complete hazardous materials/dangerous goods hazard communication programs that will help industry comply with regulations. When using our products and services our clients are employing the expertise of chemists, engineers and training specialists who monitor regulatory changes and can help clarify compliance needs.

Job Summary

The Regulatory Expert provides dangerous goods regulatory expertise to clients and staff through numerous mechanisms. The expert will be required to author safety data sheets and other hazard communication documents. In addition, the expert will supply technical recommendations and provide consultative support regarding program and product development to internal staff and customers. This position may also require technical writing for articles, blogs, and require teaching classes and speaking engagements.

Duties and Responsibilities

- Author and review safety data sheets using internal software
- Author and review labeltext and other hazard communication documents;
- Participate in trade association meetings to maintain the company's high profile status in industry;
- Provide regulatory support for development of regulatory products;
- Offer internal training to improve other departments' understanding of regulatory;
- Answer helpdesk calls for clients;
- Transfer client contact information from client calls to CRM software to cultivate possible sales opportunities;
- Suggest improvements regarding new and current products/services;
- Participate in meetings and attend offsite industry meetings/seminars;
- Maintain a good understanding of products/services;
- Occasionally assist other departments with daily functions and special projects;
- Create articles or blogs on a regular basis;
- Provide regulatory services to meet WHMIS, OSHA/ANSI, 49CFR, TDG, IATA, IMDG, EU CLP, GHS, CCCR, CPSC and/or other regulations as applicable.

Qualifications

- Comprehensive knowledge of WHMIS, OSHA/ANSI, 49CFR, TDG, IATA, IMDG, EU CLP, GHS, CCCR, CPSC and/or other regulations as applicable;
- Proficient in Microsoft Windows, Microsoft Office;
- Excellent data entry skills
- Excellent written and oral English communication skills;
- Ability to focus efforts in the best interest of clients;
- Capacity to adapt positively to evolving situations;
- Aptitude to analyze and solve problems;
- Ability to work unsupervised or in a team environment;
- University or college graduate in sciences, chemistry or engineering an asset;
- Fluently bilingual in English and French or Spanish an asset.

Travel

- Infrequent overnight travel may be required;
- Infrequent evening and/or weekend work is required.

Please submit resume and cover letter complete with salary expectation to Kendra.Hatheway@thecompliancecenter.com.