



Position: Regulatory Affairs Specialist
Department: Regulatory Affairs
Location: St. Joseph
Reports To: Regulatory Affairs Manager
Supervisory Responsibility: No
FLSA Classification : Full-time, Exempt
Last Update : 08/29/2022

Position Summary:

The Regulatory Specialist is responsible for assisting the Regulatory department in ensuring up to date compliance in the areas the DOT, EPA, FDA, OSHA, and other state and federal regulations. Responsible for conducting general compliance audits at satellite and campus locations.

Essential Functions:

- Develop, write, implement, and review policies
- Conduct compliance audits
- Maintain an active understanding of new and existing regulations
- Maintaining data and files
- Assist the Safety and Regulatory Manager with compliance issues
- Conduct compliance training

Education & Experience:

- High school diploma or GED but college degree a preferred.
- Two to five years of experience and/or training in related field

Qualifications:

- Handle multiple projects simultaneously.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively present information and respond to questions from managers, co-workers, customers and general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficient personal computer skills including email, record keeping, routine database activity, word processing, spreadsheets, etc.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.



Competencies:

Company Competencies

- Customer 1st Attitude
- Adaptability
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

Role Competencies

- Analytical Thinking
- Attention to Detail
- Initiative
- Organizational Awareness
- Planning, Organizing and Managing Resources
- Presentation Skills
- Product and Technical Knowledge
- Regulations, Policies, Procedures and Standards

Equipment Used:

Uses a variety of office equipment including, computer, printer, copier, fax and phone.

Working Environment:

Requires the employee to work inside in an office setting with controlled environment, factory or warehouse setting with exposure to heat, dust, cold, loud noises, fumes and odors, and outside in heat/cold, wet/humid, and dry/arid conditions. May be required to use personal protective equipment to prevent exposure to hazardous materials in various settings.

Travel:

Moderate: Up to 25%



Physical Demands:

The physical job demands include maximum occasional lift of 5 lbs. from floor to 33 inches; maximum occasional carry of 5 lbs. for 200 ft; maximum occasional horizontal push/pull force of 5 lbs.; frequent forward reach of 30 inches; occasional lateral reach of 12 inches; occasional reach overhead of 75 inches; occasional bend; constant neck flexion; constant fine motor coordination; constant sitting; occasional standing; and occasional walking. PDC Level: SEDENTARY

Eligibility:

- Must be legally authorized to work in the United States without restriction.
- Must be willing to submit to a background investigation, including criminal history and motor vehicle check.
- Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.