

DUPONT COMPANY



Job Description

Title Compliance Specialist
Department Product Stewardship & Regulatory Support Center India
Reports to Operations Leader

Job summary

Assures continuity and growth of the business by complying with regulations applicable to the DuPont's products and business activities. Executes transactional processes to support business continuity and growth and ensure day-to-day compliance with applicable regulations associated with raw materials, intermediates and finished products. This role will provide regulatory support to both internal and external customers and contribute to ongoing implementation and continuous improvement of product safety, hazard communication and regulatory processes and system support.

Summary of Essential Job Functions

- ✓ Responsible for the preparation of Safety Data Sheets and labels using standard systems and processes and ensures that they reflect finished product compositions and properties as well as comply with regional regulatory requirements
- ✓ Provides support to regulatory processes by using data management tools and SAP EH&S.
- ✓ Storage and maintenance of regulatory documents including vendor material safety data sheet.
- ✓ REACH dossier preparation and Product notification to the poison centers
- ✓ Interacts with and responds to global customers, suppliers, and other applicable functions in supporting product regulatory and compliance needs
- ✓ Supports the implementation and continuous improvement of world class, efficient hazard communication and product regulatory compliance data management systems and interfaces, as per existing legislative requirements or in response to changes
- ✓ Extracting physical – Chemical properties for chemicals
- ✓ Works closely with global Product Stewardship Regulatory team members
- ✓ Develops relationships with key customers to assure appropriate communication and responses are provided
- ✓ Provides timely reporting of issues that impact project progress, coordinate actions, and help business in troubleshooting process/data issues

Minimum requirements

- Minimum Bachelors of Science degree in chemistry, biology, life science, environmental science, pharmacy, or equivalent
- Excellent English verbal, written and presentation skills
- Computer literate in standard office systems; experience using SAP EHS is an added advantage.
- Must have excellent interpersonal skills and the ability to work effectively with all levels of the organization.

Core Competencies

Strategic Focus & Direction

- ✓ Ensures Regulatory compliance of the product
- ✓ Champions the 'root-cause' approaches to problem solving
- ✓ Builds and maintains interdependent relationships with internal and external customers

Ethics & Integrity

- ✓ Serves as a role model to exemplify ethical behavior with integrity and respect for others

Trust & Teamwork

- ✓ Must be a good team player.
- ✓ Earns and maintains the trust of the team.