

Reports to: Director of Regulatory Affairs

Department: Regulatory

Classification: Exempt

Last Updated: August 8, 2025

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### Position Summary:

The Regulatory Affairs Specialist plays a key role in supporting the registration and compliance of pesticide products across state and federal agencies. This position manages all state-level registration activities and assists with federal submissions to ensure timely approvals and ongoing compliance with regulatory requirements

### Key Responsibilities:

- Manage all **state pesticide product registrations**, including new applications, renewals, label amendments, and sales reporting.
- Support **Federal EPA registrations**, including submissions for new products, notifications, amendments, CSFs, DCIs, and ABNs.
- Track and monitor all regulatory submissions to ensure timely responses and approvals.
- Maintain documentation for all phases of regulatory activity, including approvals, licenses, and label revisions.
- Review and maintain product labels to ensure compliance with federal and state regulations.
- Manage and update the label system for regulatory compliance.
- Assist in interpreting and applying state, federal, and international pesticide laws and regulations.
- Contribute to continuous improvement initiatives within regulatory processes and systems.
- Adapt to shifting priorities while aligning with company values and departmental strategies.
- Perform other duties as assigned.

### Qualifications

- **Core Values Alignment:** Demonstrates and fosters King's values: Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership.
- **Education:** Bachelor's degree in chemistry, Biology, or a related scientific discipline (preferred).
- **Experience:** 2+ years in Regulatory Affairs, Compliance, or a technical field (preferred).
- **Skills:**
  - Strong analytical and problem-solving abilities with acute attention to detail
  - Excellent organizational and time management skills
  - Effective written, verbal, and interpersonal communication
  - Ability to work independently and collaboratively across teams
- **Technology:** Proficient in Microsoft 365, Adobe Acrobat Suite, and regulatory tracking systems.
- **Mindset:**
  - Proactive and curious, with a drive to challenge conventional thinking
  - Comfortable navigating ambiguity and making decisions in evolving environments
  - Operates effectively within EOS, embracing clarity, accountability, and structured problem-solving

### Compensation:

Estimated annual base salary range: \$68,000 – \$78,000

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