



## THE HAIN CELESTIAL GROUP

### Regulatory Associate

At The Hain Celestial Group, our commitment to helping consumers lead A Healthier Way of Life™ is at the heart of everything we do. With operations in North America, Europe, and India, we participate in many natural categories with well-known brands. Our mission is to be the leading marketer, manufacturer, and seller of organic and natural, better-for-you products. We are committed to growing sustainably while continuing to implement environmentally sound business practices and manufacturing processes. EEO/AA/M/F/Veteran/Disabled

#### **Overview**

The Regulatory Associate helps support the product compliance for a single category under one business team overseeing multiple personal care brands. The incumbent assists with ensuring product adherence to all required technical label elements with pertinent federal, state and local laws/regulations in the US and Canada through the evaluation of ingredients and formulations while providing ongoing support with export documentation process requirements.

#### **Essential Duties and Responsibilities:**

- Partners with Research and Development (R&D) and Quality Assurance to:
  - Create and review Certificates of Manufacture and Safety Data Sheets for products sold by The Hain Celestial Group, Inc.
  - Review and approve ingredient documentation received from suppliers
- Update and manage the process of obtaining information from suppliers (including updating supplier contact information) using FoodLogiQ system to streamline documentation receipt and review and ultimate upload to Product Vision system.
- Collaborates with Marketing and R&D on new ingredient documentation requirements to ensure that necessary documentation has been received to aid in supporting and substantiating claims in product briefs.
- Updates and manages all domestic/international technical product information within internal database and provides documentation, as needed. Obtaining and compilation of product information file documentation for international registration requirements in support of global registration work.
- Utilizes multiple regulatory databases to ensure the stringent accuracy and compliance of label data for cosmetic ingredients, including:
  - Allergens for fragrances
  - Information for creation of drug-facts labeling as needed per product brief
- Assist Sales and Marketing teams as a back up to register and provide documentation of products to external systems as required by retail partners.
- Corresponds with Marketing on package change notification for updating product reformulations and/or ingredient nomenclature updates.

**Qualifications**

- Up to three years' experience in a technical function, preferably in regulatory compliance in an FDA regulated industry. New graduates will be considered based on coursework and any relevant experience in the industry.
- Bachelor's degree required. Basic science, chemistry or toxicology preferred.
- Working knowledge of FDA regulations, USDA National Organic Program and NSF/ANSI 305.
- Experience with GMPs, SOPs and Environmental guidelines.
- Export experience is a plus.
- Excellent organizational skills, ability to prioritize multiple priorities and strong attention to detail.
- Computer skills including MS Office programs such as Outlook, Word, Excel PowerPoint.
- Strong interpersonal skills and ability to communicate (verbal/writing) effectively.
- Self-motivated and strong analytical / problem solving skills.
- Ability to collaborate at all levels of the organization and across other functional areas.
- Ability to maintain a high level of confidentiality.
- Preferred knowledge of the Consumer Product Goods Industry.

Please send resumes to Dennis Wong, [Dennis.Wong@hain.com](mailto:Dennis.Wong@hain.com)