

## Estee Lauder Companies

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**Job Title:** Chemical Hygiene Officer, Global Environmental Affairs & Safety

**Position Summary:**

Is the global lead for Laboratory Safety and implementation of the Chemical Hygiene Plan at all ELC Research and Development (R&D) facilities. Acts as the lead Chemical Hygiene Officer (CHO) for the Research Park facility located in Melville, NY and liaison for other ELC R&D facilities in Minnesota, Canada, Oevel, France, Japan, and China. This position sets global standards on the Chemical Hygiene Plan and provides chemical safety leadership for all R&D functions globally. Liaison with Global EAS and QA management to support and help implement best practice chemical safety and EHS programs in the QA labs globally. Works collaboratively with the EAS Manager for Research Park and acts as a chemical safety consultant for various environmental, health and safety projects. Acts as the chemical safety point person for R&D functions globally.

**Key roles and responsibilities:**

- Contributes to the planning and direction of R&D projects at the local & global level. This may require devising new ways of working to accommodate business practices, regulatory limitations and Company policy. Recommends needed changes to R&D physical plant / equipment to address safety and environmental concerns. Provide support to R&D's efforts in the area of GMP.
- Work requires individual to work under minimal supervision to prioritize & analyze complex situations and apply interpretive thinking to address chemical exposure issues and operations. This position has direct accountability to R&D operations that may affect their entire organization. This CHO leads global R&D CHO operations and is responsible for laboratory safety policy formation and planning of the function under the direction of top health and safety executive in EAS and R&D senior management.
- Participates on the Research Park Safety Committee and assists with action item follow-up as needed.
- Responsible for initiating, revising & developing departmental Standard Operating Procedures (SOP's) for lab procedures and revises the CHP when required. Reviews and evaluates the effectiveness of the Chemical Hygiene Plan at least annually and recommends changes as appropriate.
- Reviews and approves all new chemical purchases, determines which meet criteria for classification of Particularly Hazardous Substances and ensures compliance with the CHP. Ensures appropriate SOPs are in place for all hazardous chemical and biological operations
- Acts as a Laboratory Safety Consultant to other CHOs in the Company. Establishes chemical and biological safety guidelines for new processes and conducts laboratory

audits with the EAS Manager, Research Park to ensure compliance and promote continuous improvement and best practices.

- Assists EAS Manager, Research Park with enforcement of safety rules & procedures, training of all personnel, review of EHS programs including IH and ergonomics surveys, as needed.
- Communicates with internal & external contacts on all levels, primarily at the management level. With EAS Manager, Research Park facilitates taskforce groups as needed to address particular safety and operational concerns.

**Qualifications:**

- Professional certification in Health & Safety required. Certification in chemical hygiene/laboratory safety a plus.
- Bachelor's Degree in Chemistry, Chemical Engineering, Environmental Science or other Science/Technology, minimum 8 years' experience in the field as a Chemical Hygiene Officer or Senior Scientist in R&D environment.
- Working knowledge of Health, Safety and Environmental Regulations in a laboratory environment. Ability to lead, motivate and influence business partners; Solid communication skills (oral and written); and skill in planning, organizing, controlling & administering programs that affect global programs. Professional certification in Health & Safety required. Certification in chemical hygiene a plus.
  - Fluent in Microsoft programs Office, Outlook, Word, Excel, Access and Power Point applications.
  - Position requires 10% travel.
- High degree of problem-solving skills; attention to detail; ability to communicate technical regulatory & scientific information to others with ability to interpret and plan, execute and complete regulatory projects to meet governmental deadlines. Solid communication skills (written and verbal) and demonstrated interpersonal skills. Demonstrated skills in management of projects and personnel. Must be able to influence and lead professional & management colleagues brought together from cross-functional departments into a task force or team.
- Travel up to 10% (passport will be required).
- Travel within North America and Europe (passport will be required).