

## **Position**

### ***Regulatory Affairs Sr. Manager (Personal Care)***

## **Position Overview**

At the Hain Celestial Group, our commitment to helping consumers lead A Healthy Way of Life™ is the driving force behind everything we do. With almost 40 natural and organic food and personal care products brands, we are dedicated to promoting health and well-being by meeting growing consumer demand for better beverages, snacks, specialty foods and personal care products.

In this role, you will lead regulatory affairs for the Hain Celestial Personal Care Division to ensure compliance of natural and organic personal care products with the federal regulations pursuant to the Federal Food Drug and Cosmetic Act, state and local laws, industry standards and corporate policies, as well as providing necessary regulatory information to export customers to assess against the laws and regulations specific to other countries.

## **Essential Duties and Responsibilities**

- Communicate with and assist Corporate Director of Regulatory in allocating and prioritizing resources and tasks and managing expectations with customers to deliver business requirements on time.
- Conduct weekly meetings with regulatory personal care group and Corporate Director of Regulatory to update projects and discuss issues management.
- Attend R&D technical project meetings to interface with other departments including R&D, Quality Assurance, and Operations, update status against timelines and seek alignment between technical functions in order to make technical recommendations to the Business team.
- Supervise a junior professional and temporary support staff as needed to complete business objectives.
- Review, prepare and approve relevant documents including but not limited to raw materials, formula composition, ingredient lines, material safety data sheets (MSDS) as supplied by Technical Services, including R&D, Quality and internal manufacturing and co-packers.
- Ensure regulatory compliance with government regulations, including USDA NOP and industry guidelines such as NSF/ANSI 305 Standard for Personal Care Products Made with Organic Ingredients and NPA as well as customer specific standards for personal care products.
- Review and approve all regulated and technical packaging label information and other marketing communication (e.g., sell sheets, website and press releases).
- Define and substantiate product claims through literature review, analytical data and/or defining methodology and interpreting results of clinical studies.
- Comply with all company policies and departmental Standard Operating Procedures (SOPs) developed by regulatory or other departments as required.
- Report on existing and up-coming regulations and provide regulatory guidance to the business on any implications to Hain-Celestial Personal Care.
- Maintain product management system in company share drive and inform appropriate parties who require access to documentation.
- Assist Quality and Operations in compiling all regulated information required for facility and co-packer inspections and audits by third party.
- Monitor and update annual ingredient and product certification / notification, registrations required by US government and third party authorities\* as well as for new and/or existing formulations

- Provide necessary regulatory documents to export business partners for assessment against the regulations and laws in specific countries required for product registration, distribution and sale of personal care products.

### **Qualifications**

- Bachelor's degree in Chemistry, biochemistry, pharmacy, or related science field.
  - 5+ years work-related experience in personal care or cosmetic technical experience with emphasis in regulatory compliance
  - Strong working knowledge with applicable federal state and local laws both domestically and internationally
  - Preference for technical experience in natural and organic personal care industry, including USDA National Organic Program NSF ANSI/305 and NPA guidelines.
  - Familiarity with commercialization process, including product development, quality and manufacturing.
  - Exceptional personal and professional leadership skills.
  - Excellent verbal and written communication skills tailored to both technical and non-technical audiences at all level across the organization.
  - Excellent computer skills including proficiency in Outlook, Word, and Excel.
  - Adept in problem solving and handling complexity and judgment.
  - International and Import/Export experience is a plus.
  - Experience with government inspections and/or third party auditing is a plus.
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Please send resumes to [avin.karwal@hain.com](mailto:avin.karwal@hain.com).

<http://www.hain-celestial.com/>