



POSITION DESCRIPTION

POSITION TITLE: Environmental Specialist
DEPARTMENT: R&D

FLSA STATUS: Exempt

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of R&D
POSITIONS SUPERVISED: None

POSITION PURPOSE

This individual is responsible for ensuring the implementation of the Environmental programs in accordance with all regulatory affairs for Bona US. Responsibilities will specifically be focused on creation, management, and monitoring of written compliance programs in regard to regulatory affairs. This individual is highly knowledgeable of regulations including TSCA, EPA (FIFRA and Safer Choice), Greenseal, US AIM and ISO 14001. This position provides reports and notifications to the Director of R&D, is a resource for questions and clarification, and provides regulatory training and feedback to several departments within the organization including but not limited to plant personnel, product management, and sales.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. B.S. degree with a science major and/or equivalent work experience.
 2. Industry knowledge and/or knowledge of TSCA, EPA (FIFRA and Safer Choice), US AIM, Greenseal, ISO 14001.
 3. Nice to have, knowledge of other global regulatory agencies, EU, China, Japan, Korea and Australia.
 4. Required to have an extensive working knowledge of PC functions and Microsoft Office programs including: Word, Excel, Outlook, PowerPoint, Intelligent Authoring by Sphera® is a plus.
 5. Internal Auditor Course for ISO 14001 is a plus
 6. Excellent communication and interpersonal skills, works independently, displays initiative and solves problems with proficiency.
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JOB DUTIES:

1. Maintain and oversee written compliance programs and other regulatory documentation.
2. Coordinate efforts associated with the preparation of regulatory documents or submissions
3. Develop or conduct employee regulatory training.
4. Communicate with consultants and regulatory agencies regarding regulatory affairs
5. Coordinate, prepare, or review regulatory requirements or submission for domestic or international projects

6. Review product promotional materials, labeling, Safety Data Sheets, specification sheets or test methods for compliance with applicable regulations and policies
7. Advise Product Management on subjects such as regulatory requirements, export and labeling requirements or other compliance issues
8. Write or update standard operating procedures, work instructions, or policies
9. Obtain, distribute, and maintain updated information regarding domestic or international laws, guidelines, or standards.
10. Identify relevant guidance documents, international standards, or consensus standards and provide interpretive assistance.
11. Maintain current knowledge base of existing and emerging regulations, standards, or guidance documents.
12. Participate in internal or external audits
13. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
14. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
15. Oversees and contributes to the development and continual improvement of the SHEQ Management System(s).
16. Other duties as assigned – Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks

- questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
 6. **Adaptability** - Utilizes a flexible approach or method to best match the environment, situation, or person. Manages competing demands and is able to adapt quickly and positively to frequent changes, delays, or unexpected events.
 7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
 8. **Versatility** – Seeks out and adapts well to new or multiple roles or responsibilities within the organization. Maintains composure and remains effective when dealing with frequent job changes, unexpected disruptions, working with conflicting, delayed, or unclear information.
 9. **Analytical** - Synthesizes complex and diverse problems or information in order to systematically identify the cause of the problem, collects and researches data, analyzes the complex data, and offers recommended solutions. Designs, implements, utilize workflows, processes, procedures, and systems, and align areas of responsibility with the organization’s objectives to achieve results.
 10. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
 11. **Facilitation** - Facilitates the actions, decisions, and opinions of others in a positive direction and clarifies terminology and concepts to gain understanding from the group.
 12. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
 13. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.

2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to move within the office and plant to reach file cabinets, office machinery, etc.
4. Must be able to use dexterity to handle small safety equipment and/or hazardous material.
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 40 pounds.
6. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Generally works in an office environment but is also required to perform job duties in a typical manufacturing/plant setting.
2. This position regularly requires large amounts of time to be spent using safety equipment, which generally entails regular and repetitive motions along with exposure to loud noises or hazardous material. All safety procedures should be adhered to in these situations.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.