



Senior Regulatory Affairs Specialist POSITION SUMMARY

Based in Troy, NY, Ithos Global, Inc. is an information management company and regulatory compliance leader in helping cosmetic, nutritional, and OTC medications companies meet their global country-specific product reporting standards. Ithos uses state-of-the-art technology to deliver its services and tools based on specific client needs related to regulatory compliance.

As a rapidly growing business, Ithos is seeking a **Senior Regulatory Affairs Specialist** to join our Regulatory Team to meet the demands of this marketplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of the Senior Regulatory Affairs Specialist role works to support and advise on a vast array of Regulatory Affairs topics for the product categories of Cosmetics, Personal Care, Nutritional Supplements, Consumer Products, and OTCs.

Role activities fall under the areas of the knowledge and use of IIN Systems: documentation, compliance screenings, ingredient policies, ILs, SDS authoring, label and claims review, ownership of client relationships, training of employees, end-to-end regulatory support and oversight, and research of regulations and related information.

Projects may also be assigned with an expectation of project management and leadership which will relate to the Regulatory Team and Company objectives.

ADDITIONAL EXPECTATIONS

This role has added expectations for leadership in the areas of project deliverables and client relationships as well as process improvements and a call to action on issues and problem solving. An established point of view on topics of regulatory risk, IIN compliance tool enhancements, project leadership, and the global regulatory landscape and surveillance is also necessary.

This role acts independently to provide client service and advice and deliverables with the support of other team associates. Technical knowledge and research ability skills should be developed and utilized as a resource for the company and Team.

REQUIREMENTS: EDUCATION, EXPERIENCE, AND COMPETENCIES

- College graduate with a degree in related fields of biological sciences, chemistry, physics, cosmetic science, political science.
- 5-10 years of related Regulatory Affairs experience in Cosmetics, Personal Care, Nutrition, and OTCs is preferred.

Applicants should submit cover letter and resume to angie.silipigno@ithosglobal.com