

## **Job Title: Regulatory Specialist –Houston, TX location**

### **Who we are:**

ICC was founded in 1987 with one principal in mind – to help our customers comply with hazardous materials regulations, whether they are handling, shipping or transporting dangerous goods by air, ground or sea. Over the years, we have become a leader in providing supplies and services to hazardous materials shippers throughout North America and around the world.

ICC is a leader in compliance training and consulting for dangerous goods. We have a complete hazardous materials/dangerous goods and Hazard Communication programs that will help industry comply with regulations. When using our services our clients are employing the expertise of chemists, engineers and training specialists who monitor regulatory changes and can help clarify compliance needs.

### **Job Summary:**

The primary role of the Regulatory Specialist is to provide dangerous goods regulatory expertise to clients and internal customers/personnel through mechanisms such as bricks and mortar and web-based. This is done by delivering dangerous goods training to an adult audience and providing technical guidance to our clientele. In addition the Regulatory Specialist will supply technical recommendations to inside sales representatives and provide consultative and training design support regarding program and product development. You will also be expected to perform facility/plant audits and provide related compliance reports for clientele and supply translation assistance pertaining to technical manuals and published media.

### **Qualifications:**

- Proficient computer skills related to Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint), and Microsoft Outlook
- Comprehensive knowledge of IATA, 49CFR, WHMIS, IMO and TDG regulations and OSHA
- Excellent written and oral English communication skills
- Exceptional ability to effectively deliver classroom presentations
- Outstanding interpersonal skills
- Ability to focus efforts in the best interest of the clients
- Capacity to adapt positively to evolving situations
- Aptitude to analyze and solve problems
- Ability to work unsupervised or in a team environment
- Capability to identify, abide by, and enforce company procedures
- University or College graduate in Sciences, Chemistry or Engineering is considered an asset

## Duties and Responsibilities:

- Provide regulatory training pertaining to all modes of dangerous goods shipping and work place hazards
- Development of training courses, materials and regulatory publications
- Participate in trade association meetings to maintain ICC's high profile status in the industry
- Provide regulatory support for development of regulatory software products
- Offer internal training to improve other departments' understanding of regulatory services
- Answer helpdesk calls for clients and potential clients
- Transfer client contact information from client calls to CIS to cultivate possible sales opportunities
- Suggest possible improvements regarding new and current products and services
- Participate in staff meetings and attend offsite industry meetings/seminars
- Maintain a good understanding of ICC's product line
- Occasionally assist other departments with their daily functions and special projects as required
- Create articles or blogs on a regular basis
- Author, reformat, review and/or translate MSDS and label text for WHMIS, OSHA, ANSI, EU and GHS requirements

## Travel:

- There will be occasional to extensive overnight travel as part of your role
- Occasional evening and/or weekend work is required