

<b>Job Title</b>	Label Compliance Specialist
<b>Reports to</b>	Vice-President of Quality
<b>FLSA Status</b>	Exempt

**Position Summary:** Serve as the subject-matter expert and ensures that product labels follow company policy as well as local, state, and federal regulations.

1. **Essential Functions and Responsibilities** to ensure the quality and safety of the product will include, but not be limited to:
  - i. Review food and dietary product label statements to ensure regulatory compliance to minimize the risk of product-related litigation.
  - ii. Ensure regulatory compliance of labels for all finished goods.
  - iii. Ensure labels accurately reflect the formulation of the product.
  - iv. Review labels and nutritional facts to ensure compliance with all pertinent local, state, and federal laws and regulations.
  - v. Foster close cooperative relationships with all functions in the company relative to labeling compliance.
  - vi. Respond to inquiries from customers, vendors or government agencies, related to nutrition and ingredients on product labels or packaging.
  - vii. Manage all phases of the label change process including, document preparation, product specifications, approval notification, record retention, and correspondence.
  - viii. Verify compliance of information on packaging per current regulations and the product's intended use.
  - ix. Follow all Company guidelines, rules, safety, FDA, and GMP policies and procedures.
  - x. Stay current on regulatory development and industry trends related to product lines.
  - xi. Reports to work regularly and on time.
  - xii. Perform duties safely and to report unsafe conditions or actions.
  - xiii. Assists in other duties as needed and directed.
2. **Minimum Qualifications:**
  - i. Mathematical Skills – Accuracy with arithmetic, subtraction, multiplication, division, decimals, percentages, fractions, and basic algebra.
  - ii. Language Skills – Must be able to communicate complex concepts in English, verbally and in writing.
  - iii. Computer Skills – Must be able proficient in Microsoft Office, especially in Excel. Must be able to operate inventory software, time keeping or other business-related software.
3. **Preferred Knowledge, Skills, and Abilities:**
  - i. Skilled in monitoring, troubleshooting, critical thinking, process control, time management, following through, and active listening.
  - ii. Demonstrate leadership, attention to detail, orientation to quality, deductive reasoning, problem sensitivity, problem solving, and skilled at decision making.
  - iii. Knowledge of food production processing, cGMP's, human resources, customer service, and safety of personnel.
4. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

