



Job Description

Job Title: Senior Regulatory Specialist

Report to: QA/QC Manager

Location: 444 Washington Avenue, Carlstadt, NJ 07072.

About Citromax Group:

Since 1964, Citromax has been producing superior lemon products and other highest quality citrus essential oils for worldwide food and beverage companies. In 1995, Citromax launches its new flavor division: Citromax Flavors. Citromax Flavors produce some of the most recognized, iconic flavors for beverages, confectionery products, and dairy and baked goods offerings from state-of-the-art flavor development laboratories. Citromax Group is looking for a full-time regulatory specialist for our regulatory team.

Responsibilities:

- Support business objectives regarding integration, legacy, new product and market launches from regulatory perspective.
- Research, and review regulatory data and documentation according to global requirements and regulations. Ensures appropriate support and follow-up with products, cross functional teams, and or markets to support regulatory compliance.
- Expand company regulatory systems and databases in order to ensure regulatory compliance and consistency.
- Reviews legacy and new raw material documents for global regulatory compliance. Ensure the label compliance for our products.
- Collaborate with other functional areas to obtain the documentation necessary for Regulatory purposes. (Including but not limited to: Purchasing, Research and Development, Customer Service, Sales etc)
- Communicate regulatory matters to Sales and Marketing teams to support business decisions, risk assessments on intended claims, and provide action plans for implementation.
- Prepare Regulatory documentation based on requests and complete customer Regulatory Questionnaires. Assist the R&D to determine necessary modifications to meet project needs.
- Participate in IP submissions (e.g. Kosher, Organic, Non-GMO Project).
- Participate in the 3rd party audits from different organizations.
- Maintain company's Regulatory Document Request system.



Qualifications:

- Minimum BA/BS degree in Food Science, Life Science or related field.
- 5+ years of working experience related to flavor and fragrance regulatory field.
- Excellent writing and communications skills.
- Fully proficient and experienced with Windows Office, Excel and Outlook and computer applications.
- Must be able to multitask in fast paced environment.
- Prioritization and time management skills.
- Team player with groups both inside and outside of the organization.
- Ability to work and trouble-shooting independently.
- Detail Oriented.