

Registration Assistant

Company Summary

The TriCal Group is a privately held family of companies based in the United States, with worldwide affiliates in areas including Canada, Europe, Latin America, Australia, South Africa, and Asia. The TriCal Group exists to promote the most beneficial soil environment for growers to produce healthy, bountiful crops that help to feed the world. We accomplish this by supplying pre-plant soil fumigation materials and application technologies as well as crop health and nutrition analyses, post-harvest fumigation, irrigation, fertigation, and agricultural equipment to growers in over 30 countries.

Job Summary

The Registration Assistant is responsible for researching the regulations of various countries and figuring out how to obtain new pesticide registrations in those countries, as well as helping to create product registration dossiers by compiling data and paperwork, including filling out applications.

Primary Duties and Responsibilities

- Provide day-to-day support to the Regulatory Affairs team
- Read and interpret scientific papers and perform calculations
- Work with regulatory agencies to register pesticide products
- Contact contract research organizations (laboratories, field researchers, etc.) for estimates to run the studies needed to complete the dossiers
- Negotiate the contracts and act as a study monitor throughout the process until reports are finalized

Experience / Skills

- Ability to work in a team environment
- Excellent communication and personal skills, both on the phone and in person
- Excellent time management and organizational skills

Requirements

- Bachelor's degree in a scientific field, such as chemistry, biology, or plant pathology
- Possesses an excellent command of the English language, with ability to create own professional correspondence and write reports
- Proficiency with Microsoft Office Suite – Word, Excel, Outlook, PowerPoint, and SharePoint
- Proficiency with remote work software products, such as WebEx, Zoom, and/or Microsoft Teams
- Has ability to do on-line research
- Has ability to work within strict regulatory frameworks and under time constraints, when necessary

Preferred

- Bilingual—speaker of French, Spanish, Portuguese, Arabic, Chinese or other language
- Regulatory and/or legal experience a plus
- Graphics skills a plus

Salary: \$31.00 - \$38.00 per hour