



## Chemical Import/Export Compliance Specialist

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### JOB SUMMARY

This position supports JMC's chemical product import/export regulatory Compliance Department by auditing, processing and verifying information pertaining to goods for purchase to clients. This position is in a non-laboratory setting applying scientific research and information to business applications that support JMC customers, suppliers and staff in a professional, proactive and efficient manner. The primary function of the role is to understand all products that JMC supplies and respond to compliance matters from JMC staff as well as customers.

This position handles DEA processes and reviews all paperwork associated with DEA Controlled Substances to ensure compliance with JMC's Compliance Program and all federal and state regulations and requirements applicable to controlled substances. This position reports to the Compliance Manager.

### ESSENTIAL JOB FUNCTIONS

#### ***DEA Controlled Substances Processing of orders for export: (45%)***

Review required documentation such as Import Permits, Licenses and Customer related declarations.

Prepare and submit applications to the DEA through DEA online system and by mail, as necessary.

Review Export Declarations and Permits issued by the DEA.

Review ISO related documentation for processing of controlled substances.

Prepare and submit supplier-required documentation for processing controlled substance orders (DEA Form 222). As needed, assist Purchasing Department regarding placement of orders for controlled substances with suppliers.

Maintain & confirm valid lists of vendor DEA Registration numbers and approved Drug code numbers.

Ensure that copies of export declarations and permits are retained and filed according to the DEA record keeping requirements.

Ensure that required copies of export declarations and permits accompany any controlled substance shipments to their final destination.

Release orders after verifying quality and customer requirements are met.

Coordinate with Logistics department when DEA controlled substances are ordered to plan receiving/shipping operations accordingly.

Send required documents to origin port's CBP officers by email before cargo is taken to airport.

Update internal DEA database at time of order entry to maintain correct product timeline.

#### ***Recordkeeping Requirements (15%)***

Perform DEA monthly, annual and biannual inventories, and investigate any related discrepancies.

Ensure required documentation is retained and filed according to the DEA requirements.



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Assist in the preparation and submission of DEA periodic reports (i.e. - semiannual report of exempt chemical narcotic preparations exported).

Check DEA export restrictions for items quoted (DEA imports are not permitted).

Ensure that prior to export, all internal databases (List Chemicals and Exempt Chemical Preparations) are accurately completed and take necessary actions to make sure items to be exported will not exceed the established threshold.

Develop and revise procedures for the control of scheduled items to ensure correct documentation, traceability and accountability.

Develop and revise procedures for quoting and buying controlled substances from new and existing suppliers.

Oversee and conduct the after-hours alarm testing for DEA storage units and quarterly alarm testing for corporate offices.

### ***Chemical Import/Export Compliance (35%)***

Before items are finalized for purchasing, review and verify all products for control status in compliance with applicable CAS number, Schedule B number, Control Drug name/code and governmental regulations for pharmaceutical and chemical compounds, if applicable.

Follow all required pharmaceutical and chemical regulatory legislation and guidelines regarding DEA, EPA, EAR, ITAR, TSCA, NRC, and DOT. Stay informed on the latest regulatory changes and assist in updating company systems and practices accordingly.

Update the company's compliance database to incorporate new regulations or control lists released by applicable governmental agencies. Effectively communicate and train JMC staff on required regulatory changes.

Perform daily Consolidated Screening Checks when applicable.

Navigate the regulatory websites (i.e. - Consolidated Screening List), as needed.

With the JMC Technical Department's assistance, review and assign harmonized classifications based on chemicals and their structure.

### ***Support Company Goals with the Following Additional Tasks (5%)***

Prepare and conduct DEA training events companywide on the brands and products that JMC distributes.

Provide Logistics Team support with receiving and shipping for DEA items

Additional responsibilities as assigned by Manager



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### QUALIFICATIONS

**Minimum Learned Skills and Abilities** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Incumbent must be capable of consistently applying JMC core values including a strong commitment to customer satisfaction while performing tasks accurately with unfailing attention to detail and have demonstrated the following:

#### A. Required

Effectively understand and follow appropriate standard operating procedures, internal policies and compliance guidelines as required by the various products, customers, suppliers and Import/Export regulations.

Maintain, update and enter data into established databases and use a variety of computer technology including software, database, word processing, and spreadsheet programs such as Word, Excel, PowerPoint, Outlook and NetSuite)

Communicate effectively in the appropriate language (English, Portuguese or Spanish) and in a timely manner to present information in verbal and written form and respond to questions from co-workers, customers, suppliers and supervisors. Understand the meaning and spelling of words, rules of composition, and grammatical structure in all languages used.

Easily adapt to changing priorities and manage several assigned tasks concurrently and in a timely manner in a fast-paced environment.

Willingly to work as a dedicated team member and collaborate with and provide extremely focused and goal oriented support as needed to department and company staff. Maintain professional productive internal and external relationships.

Demonstrate eagerness and willingness to learn about our products and services.

#### B. Minimum Education and/or Certification/ or Work Related Requirements

Four-year college or university Bachelor's degree **Preferred**. (Chemistry, biochemistry, biology, biopharmaceutical technology, import/export, or logistics concentration) **OR** a combination of education and 2 years or more working experience within a Compliance or DEA Compliance environment.

A plus to have experience in regulatory affairs related to chemical control laws and successful experience in transportation related technology, security, compliance, and import/export processes and operations with International Trade Compliance.

Position requires the ability to apply general knowledge of chemical control and Export Compliance laws as stated by the following Agencies:

1. EAR (Export Administration Regulations) and ECCN (Export Control Classification Number) of the Bureau of Industry and Security, US Dept of Commerce
2. EPA (Environmental Protection Agency)
3. ITAR (International Traffic in Arms Regulations from the US Dept of State)
4. NRC (Nuclear Regulatory Commission)
5. EPA (Environmental Protection)
6. TSCA (Toxic Substances Control Act)
7. DEA (Drug Enforcement Agency)

#### C. Information Technology, Process and Office Equipment Used



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Typical office equipment includes, but is not limited to, desktop workstations and laptops utilizing a Windows-based environment. Software consists of a variety of enterprise-level software products including QuickBooks, Oracle NetSuite, Microsoft Office, including Word, Excel, Outlook, Power Point as well as customized international and domestic shipping, pharmacopeia, and customer relationship management databases and a variety of web-based applications. Other equipment may include a variety of electronic devices such as cell phones, tablets, printers, copiers and scanners.

### ***D. Work Environment and Working Conditions***

Working in a normal office environment, physical effort includes visual acuity and the ability: to sit for long periods to research and enter information into databases and spreadsheets; to compose replies for customers and peers; to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals; to stoop and kneel to retrieve/file paperwork and reports. Position requires routine knowledge of how to handle hazardous material and controlled substances safely and within guidelines.

***HOURS OF WORK 8:00am-5:00pm Mon-Thurs with 30 minutes for lunch; 8:00am-2:00pm Fridays. Schedule may change with prior written supervisory approval. Periodically, some overtime may be required.***