



Job Title: Intern- Quality & Regulatory Analyst
Reports to: Director – Quality & Regulatory
Location: Hybrid (Blue Bell, PA) – **3 days minimum**

OUR COMPANY:

Building upon a heritage of more than 160 years, Jacob Stern & Sons / Acme-Hardesty prides itself in our commitment to lead with compassion, humility, and a sense of humor. This is why our employees provide solutions where others may only see problems. We are a uniquely peculiar company offering refuge to professionals who value respect and dignity rather than the status quo.

Have you ever wondered what it would be like to operate in an environment that rewards those who are passionately curious? It may just be time for you to escape the "daily grind" and join the Acme-Hardesty family. Embrace the change that results from lifelong learning and open collaboration. Take a closer look at Acme-Hardesty.

Acme-Hardesty Co., a division of Jacob Stern & Sons, Inc., is in Blue Bell, Pennsylvania and has evolved today into one of the largest distributors of renewable palm oil derivatives, castor oil and its derivatives, glycerin and preservatives and surfactants. The business serves as the bridge that connects suppliers in Southeast Asia, the Middle East, and South America with customers in North America. Acme-Hardesty brings essential materials, needed by thousands of manufacturers, to create products that benefit millions of consumers.

POSITION OVERVIEW:

The Quality & Regulatory Analyst (Intern) position is a support role for the Quality & Regulatory Group at Acme-Hardesty Co. The intern will help provide customers with accurate product documentation and information, as well as improve the documentation storage practices. The intern will also learn industry best practices and contribute to vital projects in the field of quality and regulatory affairs.

RESPONSIBILITIES AND ACCOUNTABILITIES:

- Customer Documentation Requests: Respond to customer requests for product documentation in our Freshdesk system, ensuring accurate and prompt delivery of the required information.
- Documentation Storage Practices: Revitalize and simplify the current practices for storing documentation to enhance accessibility and efficiency.
- Product Dossier Creation: Support the creation of comprehensive product dossiers that detail product specifications and regulatory information.
- Vendor Approval and Certification Tracking: Assist in the creation of an Approved Vendor list, including tracking of certification expiry dates and reassessment needs.
- Non-Conformance Report (NCR) Assignment and Follow-Up: Assist in assigning NCRs to appropriate departments and monitor the resolution process to ensure timely and effective closure of issues. Assist in the statistical analysis of trends and identify areas for improvement.

- New Product Documentation: Collaborate with the team to organize and facilitate the authoring of Safety Data Sheets (SDS) and other critical documents for new products.
- Certificate of Analysis Process: Assist in the simplification of the process to increase efficiency and reduce room for errors. Serve as a backup for shipment COA creation and Quality Order entry.

KNOWLEDGE, ABILITIES, AND SKILLS DESIRED:

- Currently pursuing a bachelor's degree in Biology, Chemistry, Business, or related field preferred.
- Excellent communication skills (verbal and written)
- Strong attention to detail and organizational skills
- Passionate curiosity about Quality & Regulatory
- A demonstrated team-player
- Ability to multitask and remain positive in a fast-paced environment.
- Strong background in Microsoft Office Suite (Word, Excel, PowerPoint)
- The ability to enhance the Acme-Hardesty culture.
- Ability to work independently.

CORE COMPETENCIES:

Accountability

Being accountable and passing on accountability for one's own actions and those of colleagues and the organization.

Attention to Detail

The ability to process detailed information effectively and consistently.

Integrity

Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Being incorruptible.

Learning Ability

The ability to absorb new information readily and put it into practice effectively.

Verbal & Written Expression

The ability to communicate clearly and to adjust one's use of language to the audience's level. This includes expressing ideas and views clearly to others in writing.

