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# Example of Environmental Compliance Job Description

Our growing company is searching for experienced candidates for the position of environmental compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for environmental compliance

* Obtaining declarations of certification reports pertaining Conflict Minerals regulation
* Responding to various Supplier requests and communicating to the supplier, requiring corrections to provided compliance data
* Making general modifications to compliance data, evaluating and entering data into database as required
* Coordination with other consultants in the context of both ongoing projects and business development efforts
* Oversee the management and retention of required ESH documentation
* Develop and maintain positive relationships with regulatory agencies
* Maintain consistency between field and corporate regulatory interpretations through regular communication with corporate environmental staff
* Supervise and assist assigned Environmental Specialists, Environmental Engineers and contractors
* Oversee the UL WercSmart program
* Prepare Air permits and permit renewals

## Qualifications for environmental compliance

* Bachelor's Degree with major course work in Environmental, Business Administration, Risk Management, or a closely related field
* BEAC or equivalent auditing certification (preferred)
* Candidate must be bilingual and be able to work in a French and English work environment, including speaking, reading, and writing
* Bachelor's degree in Environmental Science, Science or Applied Science
* Environmental Professional Certification is an asset
* OSHA, EPA, DOT, State and Local regulations for manufacturing environments