



P.O. Box 5168  
Sun City West, AZ 85376  
760.751.3360  
www.nasc.cc  
b.bookout@nasc.cc

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*The National Animal Supplement Council, Inc., Incorporated under Arizona Law, is a non-profit industry coalition dedicated to improving the health and welfare of Companion Animals, including horses, dogs, cats and other animals not intended for human consumption, by working cooperatively with regulators to bring about reasonable, responsible, nationally consistent regulation of the labeling and manufacture of supplements intended for Companion Animals.*

## **NASC Job Description & Application Information**

February 9, 2024

**Position Title:** Compliance Specialist

**Reports To:** NASC President

**Job Type:** Full-time remote

**Application Deadline:** February 29, 2024

### **About the National Animal Supplement Council**

The NASC is the leading nonprofit trade association representing companies selling health and food supplements for dogs, cats, and horses. The NASC is dedicated to protecting and enhancing the health of companion animals and horses by developing the highest standard of quality and post-market surveillance in the industry. In pursuit of our objectives, the NASC provides quality standards and a comprehensive quality audit program for member companies to help elevate the industry and promote the health and wellbeing of companion animals and horses.

### **Job Description**

The NASC compliance specialist will onboard new members by conducting trainings covering NASC labeling and claims guidance, adverse event reporting, and how to implement process and procedures within their company. Additionally, they will assist and or perform audits of companies wishing to complete the NASC Audit to ensure they comply with NASC Good Manufacturing Practices developed from 21 CFR 111 for human dietary supplements and applicable sections of 21 CFR 507 (FSMA) for animal food, NASC labeling and claims guidance, NASC Adverse Event Reporting System (NAERS™) product entries and other NASC requirements of membership.

### **DUTIES & RESPONSIBILITIES**

#### **Onboarding of New Members & Ongoing Member Support**

- Conduct new member training programs as part of the onboarding process.
- Review and provide guidance to NASC Members for labeling and claims compliance.
- Manage documentation required for membership to ensure it is up to date.
- Update member content on NASC website.
- Provide customer service and respond to inquiries and requests in a timely manner.

#### **Audits**

- Coordinate and conduct audit reviews and observations to ensure NASC compliance requirements are met.
- Write technical reports, follow-up on deficiencies, including evaluating corrective and preventive actions, and working with members to ensure satisfactory results are achieved.
- Responsible for maintaining all audit documentation.
- Assist in refining and implementing methods or procedures for auditing.

### **Ongoing Compliance Team Support**

- Revise and update NASC guidance documents, as appropriate.
- Assist with NASC product testing programs.
- Travel to meetings as required.
- Contribute to other tactical actions and strategic objectives as a part of the NASC Team to help ensure organizational success.
- Prepare and deliver presentations for compliance and training programs.
- Participate in decisions made for establishing criteria and qualification of Preferred Suppliers.
- Manage NASC member databases for tracking current membership, compliance and other requirements.

### **SKILLS & QUALIFICATIONS**

- Industry experience with animal health products and food supplements for dogs, cats, and horses.
- Experience with Good Manufacturing Practices and/or hazard analysis standards desirable.
- Self-motivated person who can work independently with minimal supervision.
- Ability to work as a member of our team to complete projects and meet deadlines.
- Analytical skills with attention to detail.
- Well organized and able to work with deadlines on simultaneous multiple projects.
- Excellent written and verbal communication skills.
- Must possess good interpersonal skills.
- Due to the nature of work, effective planning and scheduling abilities is critical in achieving desired results within established timeframes.
- PC computer skills with Microsoft Word, Excel, PowerPoint, and Outlook are essential.

### **EXPERIENCE/EDUCATION REQUIREMENTS**

- Bachelor's degree in a scientific or quality field with 3-5 years' experience.
- Auditing experience preferred.
- 2-4 years' experience in a quality or manufacturing environment.

### **WORKING CONDITIONS**

- Works remotely in a home office.
- Some travel as required, typically less than 10%.

### **DISCLAIMER CLAUSE**

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job: they are intended to be an accurate reflection of those principal job elements of the position described.

### **TO APPLY**

Send a PDF of your resume and cover letter to [apply@nasc.cc](mailto:apply@nasc.cc) by February 29, 2024.