



Job Title: Regulatory Affairs Intern

Department: Regulatory Affairs

Job Summary:

Work with Regulatory Affairs Team to review packaging for compliance to federal and applicable state laws. This position will provide secondary review support to the label review team as well as an internship project to be determined during employment. The objective of the Internship is to provide the intern experience regarding Regulatory Affairs and the Food Industry.

NOTE: This is a paid temporary, fulltime Summer Internship for 2022 for up to 3 months during normal business hours. The intern will be working at our Wilmington, MA office. Pending all COVID19 restrictions and status.

Essential Duties and Responsibilities:

- Review finished product label items for regulatory compliance according to federal and state regulations.
- Provide tracking support to project timelines
- Assist in creating nutrition information documents as needed with the aid of Regulatory team members.
- Assist in regulatory research for team managers as needed for internal and external customers.
- Work with Regulatory, R&D, sales and marketing to assure communication is established and expectations are met.
- Provide a presentation to the R&D/QA teams on the intern's project and experience/work during their internship at the conclusion of the internship.

Education and Experience:

- A Bachelor's degree candidate in Food Science, Nutrition or similar discipline.

Skills and Competencies:

- Working knowledge of basic food labeling requirements, dairy experience is a plus, otherwise will be trained.
- Demonstrates accuracy and thoroughness.
- Excellent Computer Skills (Word, Excel), adapts to new technologies, (Genesis and TraceGains).
- Shows strong enthusiasm, volunteers readily.
- Exceptional interpersonal skills.
- Presents numerical data effectively.
- Able to read and interpret written information.

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