

Regulatory Affairs Associate

(Part time, flexi hours, with option to convert to full time later)

Key responsibilities;

- execute regulatory strategy & plans for existing & new products and maintenance of licences/authorizations according to country business needs
- Liaise with HQ and partners/consultants to ensure appropriate documents required for registration of products are available on time.
- Ensure timely preparation, submission and follow up of registration applications to secure speedy approvals
- Coordinate with partners/consultants & HQ on appropriate labelling of packaging for optimal marketing benefits
- Regular updating, maintenance of the database of Registration Status of all products (RSR) on Asia Pacific markets.
- Work closely with internal or external partners to ensure compliance with local regulatory requirements
- Oversee central filling of registration certificates, documents & packaging

Candidate profile

- A Degree in Pharmacy or health discipline or life sciences
- A minimum of 2 years relevant experience preferably with regional exposure
- Able to work independently yet a good team player
- Excellent project management skill and able to handle multi-projects simultaneously
- Excellent communication and interpersonal skills
- Good PC skills with proficiency in MS Office
- Must be a hands-on person

Remuneration will commensurate with the candidate's experience, qualifications and achievement.

Interested applicants please send in your detailed resume (in MS Word only) with your available date, current and expected salary and recent photo to:

Recruitment@schwabepharma-apac.com or

Schwabe Pharma Asia Pacific Pte Ltd,
10 Hoe Chiang Road, #04-06 Keppel Towers,
Singapore 089315

We regret that only shortlisted candidates will be notified