



COMPANY OVERVIEW

Eisai (Singapore) Pte Ltd is a pharmaceutical subsidiary of Tokyo-based Eisai Co., Ltd, a research-based *human health care (hhc)* company that discovers, develops and markets products throughout the world. At Eisai, caring for people is our work. Satisfying unmet medical needs and increasing benefits to patients, their families, and caregivers is Eisai's *hhc* mission.

We are inviting applicants for the position of:

Regulatory Affairs Associate/Manager (Permanent Part-Time Position, 3 days a week)

Responsibilities:

- Compile and submit dossiers of all new drug and variation applications to HSA.
- Communicate with relevant stakeholders in order to meet submission requirements and timelines.
- Update and maintain product package inserts.
- Maintain and upkeep hard and soft copy documentation to ensure they are up-to-date and complete.
- Review all printed promotional materials to ensure promotional information are within the scope of relevant government approvals.
- Monitor product quality and handle any product complaints.
- Reconcile distributed sample stocks.
- Conduct relevant Quality training for employees.
- Act as Local Safety Officer for Pharmacovigilance.
- Ensure compliance to all internal and regulatory requirements.
- Any other tasks as assigned.

Requirements:

- Registered Pharmacist with at least 1 year of relevant working experience in regulatory affairs
- Meticulous, resourceful, and able to work independently
- Possess good interpersonal, communication skills

Flexible work timings available. Eisai provides a remuneration package commensurate with qualifications and experience.

Interested applicants, please email your resume to esn-admin@eisai.com.sg.

***We regret to inform that only Singaporeans/Singaporean PRs need apply.
Please note that only short-listed candidates will be notified.***