

## **Regulatory Affair Specialist (Part time)**

*The key responsibilities of the position are:*

- Assist in regular updating, maintenance of the database of Registration Status of all products (RSR) in Asia Pacific markets.
- Liaising with HQ subsidiaries or distributors on appropriate documents for registration of products
- Assist in getting registration documents & samples from Head Office for the markets, check all documents are in order & follow up on registration with various local consultants/Authorities till approval is given
- Central filling of registration documents & packing materials
- Keeping track of registration status of all registered products and prepare for renewals in timely manner
- Direct in-coming enquiry to respective country
- Coordinate with distributors/consultants & principals on packaging materials, proof checking and internal approval
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*The ideal candidate should*

- Have a Degree in Pharmacy or health discipline or life sciences
- Have 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 to

[recruitment@schwabepharma-apac.com](mailto:recruitment@schwabepharma-apac.com) or

Human Resource Manager  
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**