



# APEX PHARMA MARKETING PTE LTD

## JOB DESCRIPTION

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**POSITION TITLE** : **PHARMACIST, REGULATORY AFFAIRS (Grade 5.3)**  
**REPORTING TO** : **GENERAL MANAGER**

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Apex Pharma Marketing is an established pharmaceutical distributor in Singapore supplying to an extensive network of healthcare institutes. We are looking for a Regulatory Pharmacist to handle regulatory submissions for health products that span from Therapeutic Products, Medical Devices, Chinese Proprietary Medicines to Cosmetic Products. He/she is required to be the Responsible Person for the Company, and be able to handle regulatory reporting to H.S.A. and Principals.

### **Key Responsibilities:**

- Perform regulatory submissions, track and provide status updates for products, medicine, devices, enquiries, advertisements and permits.
- Maintain timely submissions and implementations of post approval variations for products and medical devices.
- Reviews and ensures accurate completion and timely submission of governmental, company and other reports.
- To develop and maintain positive relationships with regulatory authorities.
- Handle permit applications related to drugs, products and medical devices
- Handle import, distribution and record-keeping of controlled drugs.
- Support regulatory compliance activities for post market vigilance reporting (ADR) and product recalls.
- Ensures that work production in the assigned division meets objectives, specifications and standards.
- Establishes rapport and business relationship with existing/potential clients and principals.
- Stay current with regulatory trends so as to help propose and formulate appropriate regulatory strategy.

### **Requirements:**

- Minimum Degree in Pharmacy or its equivalent.
- Versatile and dynamic.
- Keen learner.
- Excellent command of spoken and written English.
- 2-5 years of product registration experience in the pharmaceutical line.
- Knowledge of local regulatory procedures and guidelines.
- Possess analytical skills for interpretation of data and statistics. “

For interested candidates, please contact: [susan.ang@apexpharma.com.sg](mailto:susan.ang@apexpharma.com.sg)