

JUNIOR REGULATORY AFFAIRS OFFICER

We are a leading pharmaceutical wholesale group committed to providing high-quality medicines across the European Union. Our team is dedicated to ensuring efficient procurement processes and excellent service to our clients and partners.

We are seeking a detail-oriented and proactive Junior Regulatory affairs Officer to join our Regulatory department.

Job description:

The regulatory department is responsible for ensuring that the company's product (such as medicines and medical devices) meet legal requirements and comply with relevant regulations.

Responsibilities:

- Prepare, review and submit regulatory document to the relevant Agency
- Maintenance of our licences
- Liaise with regulatory authorities and ensure timely communication.
- Tracking regulatory changes, update our licence accordingly and implement the change in production.
- Apply to new licences to increase the portfolio of products in partnership with the purchase team

Requirements and Qualifications:

- Bachelor's or Master's degree in Science or Life Sciences, or related field.
- Fluency in English; additional European languages are a plus (German, French, Italian, Portuguese)
- Able to demonstrate accuracy and an eye for detail
- Organised and methodical.
- Proficiency in MS Office (Word, Excel, Outlook).
- Previous experience in regulatory affairs will be an advantage but not essential as training will be provided