

CAREER OPPORTUNITY

REGULATORY AFFAIRS (RA) ASSISTANT

The RA assistant is responsible for assisting in implementing regulatory requirements to achieve appropriate and timely compliance and approval. Assistant will liaise between clients and associates to ensure all stakeholders have accurate information and a clear understanding of compliance related aspects. Assistant will stay current with changing regulatory requirements and apply them with business minded guidance to ensure customer overall satisfaction with high quality consulting service.

Reports to RA Associate

RESPONSIBILITIES:

- Assist in compiling timely and high quality submissions of regulatory applications for product and site registration and renewal
- Maintain well organized internal documentation and regulatory data base
- Keep proper records of all correspondence between organization, customers and the government
- Implement and maintain Good Documentation Practises in day to day activities
- Acquire and maintain current basic knowledge of applicable regulatory requirements and scientific or technical issues
- Assist Associates and Specialists in any daily functions as needed

QUALIFICATIONS:

- At least 2 years of previous administrative experience
- Understanding of regulatory and quality requirements preferred but not necessary
- Personality characterized by high quality standards, responsibility and engagement
- Ability to interact with a range of personalities and many levels of the organizations
- Excellent organizational, interpersonal and communications skills in English
- Self-motivation and initiative
- Project management skills; ability to prioritize and manage multiple ongoing projects ; recognizes and works towards deadlines
- Attention to and ability to execute details
- Adaptable to changing environment, client and project needs
- Promoting positive company culture
- Highly organized individual with detailed knowledge of MS Office, including Excel

If you are interested in this position, please send your resume and cover letter in confidence to:

dicentra Inc.
21 Phoebe Street, Ste. B002
Toronto, ON, M5T 1A8
Canada

or by email to: terry@dicentra.com

We thank all candidates for their interest in dicentra, however only those being seriously considered for a position will be contacted.