

Regulatory Affairs Coordinator Cover Letter

368 Cummings Inlet Bradtkeburgh, WY 08109-9319

Dear Lennox Spencer,

In response to your job posting for regulatory affairs coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for training, guidance and interpretation of regulations and GCP guidelines to the NMDP organization and department team members.

Please consider my experience and qualifications for this position:

- Accountable for ensuring that the administrative team support RA EMEA internal and external meetings, Health Authority meetings and conferences
- Accountable for ensuring that the administrative team provide ongoing support to the RA EMEA functions on
- Accountable for ensuring that logistical/technical support to visitors whilst onsite, office, booking taxis, lunch, IT and meetings is in place
- Coordinates team meetings, conferences and activities
- Acts as department representative for key Stockley Park and wider EMEA activities, including but not limited to Meet the Functions, We Care, and Catering
- Accountable for the provision of support to the Regulatory Projects team in the use of eQRMS
- Accountable for managing requests/orders for office supplies and equipment
- Minimum 4 GCSE passes (Grade C & above) including Maths and English

Thank you for considering me to become a member of your team.

Sincerely,

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