



## Example of HUB Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of HUB manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for HUB manager

- Responsible and accountable for Submissions Management and delivery of regional and/or national regulatory dossiers to Worldwide Health Authorities
- Lead and manage logistical and technical aspects associated with submission management, ensuring development and delivery of regulatory dossiers (initial application, lifecycle updates, compliance and maintenance) to Worldwide Health Authorities in line with the regulatory strategy
- Drive submission coordination activities for assigned products and/or regulatory procedures as appropriate
- Ongoing liaison with Project Team and country representatives to ensure paper and electronic submission requirements, translation requirements and timelines are mutually understood and in line with corporate standards and deadlines for dossier delivery to regional and national markets
- Actively participate in the definition, investigation and implementation of national, regional and global process efficiencies for paper and electronic submission execution, including the evaluation of current processes
- Completion of assignments and tasks within a specific task force/project associated with electronic and paper submissions
- Help interpret regulatory guidelines to produce business requirements and ensure that those requirements are implemented where appropriate at local level
- Contribute to effective forecasting and management of project specific resources utilizing flexible resourcing, and global load sharing as normal business practice

- Escalates, informs, and resolves any issues that may impact submission builds or the logistics of global submission delivery to regional partners or Health Authorities

### **Qualifications for HUB manager**

- Has a relevant third level qualification or professional equivalent
- Must have and maintain a valid driver's license and an acceptable and safe driving record with at least two years of driving experience
- Liaising with Legal & Business Affairs teams in labels to verify contractual details and summaries
- Working with the team developing the rights database to provide feedback on the operation and performance of the database, to ensure it is fit for purpose for the business and discussing system enhancements
- Strong management skills and ability to attract, retain, motivate and develop team members for high performance
- Understand and act on financial information that may contribute to business profitability