



# Example of Regulatory Affairs Coordinator Job Description

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Our company is looking to fill the role of regulatory affairs coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for regulatory affairs coordinator

- Be responsible for complex regulatory reporting obligations related to cost, benefits, and network transparency
- Corrections and removals, including preparation of Monthly Status Reports and tracking Effectiveness Checks
- Coordinate submission activities and internal and external communications for U.S. field action activities
- Coordinate procedures, training and systems to ensure compliance to U.S. regulatory processes for products distributed in the U.S. with emphasis on field action compliance
- Coordinate submission activities for U.S. field actions
- Assist in Medical Device Licensing, Establishment Registrations, Device Listings
- Assist with general administrative responsibilities, such as setting up department meetings, filing, preparing regulatory submissions, tracking submission details and metrics, department communication
- Bachelor degree with major in engineering or life sciences
- Represent LATAM at Global RA Teams to ensure that regional demands are anchored into global RA Plans
- Support the timely execution of submission/approval plans in LATAM

## Qualifications for regulatory affairs coordinator

- University degree in agricultural engineering, chemistry, animal breeding, veterinary or medicine
- Advanced English level is a must
- Negotiating power and influence
- Adaptation to change and management of ambiguous situations
- Ability to develop and implement an agenda for the change
- Decision making in critical situations (resolution of disputes)