



Example of Regulatory Affairs Coordinator Job Description

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Our growing 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

- Monitor globally agreed Key Performance Indicators (KPIs) in LATAM Region, drive measures on RA functional performance across RA in the Affiliates, and deliver regional reports as applicable
- Ensure processes are executed accordingly, aiming improvement and optimization as applicable
- Utilisation of RA systems and Support RA function in LATAM region for training and operational needs
- Represent LATAM at HQ groups responsible for development and/or implementation of projects and initiatives related to Regulatory processes and tools
- Provide regulatory assessment and insights in LATAM Region for regional projects and multidisciplinary initiatives
- Monitor competitors' regulatory profile to support business strategies
- RA Intelligence, assessment of regulations in LATAM to ensure compliance and explore advocacy opportunities in cooperation with HQ/Affiliates
- Provides administrative support to the Product Compliance (Product Registrations) based in the Houghton Regis (UK) and San Antonio (USA) offices
- Coordinates requests for original and legalised documentation to support applications for international product licences
- Coordinates and maintains tracking data and metrics for registration

Qualifications for regulatory affairs coordinator

- Past experience on clinical trial or regulatory would be a plus
- Ability to innovate, analyze, understand customers' needs with minimal supervision
- Proficient with computer systems and/or pharmaceutical software
- Able to work in a complex and matrix environment
- Knowledge of procedures and requirements regarding prescription drug advertising and promotional materials desired
- A Bachelor's degree in a scientific or technical discipline is required or equivalent work experience