



# Example of Regulatory Coordinator Job Description

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Our company is searching for experienced candidates for the position of regulatory coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for regulatory coordinator

- Facilitates and coordinates all aspects of IRB submissions
- Delivering clear and up to date Management Information from the global CRC teams to the VP - BD and Ops
- Supporting the implementation of new processes to help streamline business operations
- Supporting Executive Assistants in London CRC teams with WIP Management, forward forecasting
- Working with the VP - BD and Ops to identify new methods of data management for reporting and Management Information purposes
- Assisting the CRC London teams to organize and run key internally-focused projects (such as internal technical training)
- Supporting the CRC business with research projects for campaigns, new product launches and other activities as required
- Updating the CRM system with key activities and client meetings held for reporting and Management Information purposes
- Coordination of internal and external meetings, diary management for the VP - BD and Ops
- Meets with study sponsor monitors and university regulatory personnel for audits of project regulatory materials and study data

## Qualifications for regulatory coordinator

- Some knowledge of administrative accounting and bookkeeping practices and procedures
- Associates or Bachelor's degree in Environmental Science & Policy or similar field strongly preferred
- Knowledge of Oasis, Oracle and Remedy software programs preferred
- 0-5 years experience in compliance preferred
- DOT hazmat knowledge