

Position: Regional Regulatory Affairs Coordinator

Education: Bachelor's degree in pharmacy- post graduate degree is preferable

Years of Experience: 2 to 3 years of experience in a similar position

Brief Description on Duties:

1. Report to the Regional Regulatory Affairs Manager the new regulatory requirements/ decisions/ updates issued by the Ministry or other public entities.
2. Conduct regulatory assessment for potential products for registration
3. Follow up on the company's regulatory operations at the Ministry of Public Health and support in following-up on any pending issue (such as pending importation permit, pending invoices, ...)
4. Communicate with the supplier any new regulation as well as the registration/ notification and variations requirements and coordinate to ensure fulfillment of the registration requirements upon new file preparation
5. Answer all suppliers' queries in relation to the Lebanese regulations
6. Prepare and revise the history of prices and update the prices on the system
7. Update the re pricing due dates on the system, communicate with the supplier the products requiring re pricing and coordinate with the supplier on the repricing documents preparation
8. Prepare NSSF files for submission
9. Dispense narcotics/ psychotropics products and update the related registers
10. Perform weekly reconciliation for narcotics/ psychotropics products
11. Inspect the company's products at the port of entry
12. Represent the company at the army, the general security and the internal security forces upon tenders' signature or submission
13. Support the Regional Medical Affairs department as a Pharmacovigilance back-up
14. Arrange and prepare for training and briefing sessions with departments on new regulatory requirements and other applicable changes.
15. Prepare the departmental budget, SOP and Key Performance Indicators and submit the draft to the Regional Regulatory Affairs Manager

Skills Required:

- Diligence and attention to details
- Time management
- Ability to work under pressure
- Conflict resolution
- Communication skills