

Job Offer: Regulatory Affairs Administrative Assistant

Purpose of the role:

We are looking for a Regulatory Affairs Administrative Assistant to join our eSubmission Team, someone who loves to take new challenges, to work in an international environment and who wants to grow with us.

The Assistant will be in charge to support the eSubmission Regulatory Affairs team in all the related tasks.

Main responsibilities:

- Submission of dossiers by electronic means (Gateway, CESP, CESPP, etc.)
- Publishing of technical documentation in eCTD format to register drugs
- Registration and update of product information in European product database (xEVMPD)
- Administrative support of Regulatory Affairs Team: review of documentation, archiving, etc.

Requirement:

- +2 year's experience in Regulatory Affairs Department
- Fluent in English & Spanish
- Advanced IT level
- Proactive, good communication, accurate, and follow-up with potential clients
- FP Superior Administration, preferable degree in Life Sciences

We offer you:

- Great colleagues!
- Opportunities for professional and personal development.
- A position with challenging tasks and flexible working schedule
- An organization with highly professional people to develop with
- An international organization – More than 12 nationalities!
- A growing organization with ambitious target

If you are interested please send us your CV to rrhh@asphalion.com with the subject "Job Offer: Esubmission Administrative Assistant"

We also advise you to follow us in LinkedIn to check for new careers opportunities:
https://www.linkedin.com/jobs/search/?f_C=924722&locationId=OTHERS.worldwide