

Regulatory Affairs Manager

We are looking for a regulatory affairs manager to join our team at our head office in Spain. We are offering a six-month trial period with the possibility of a permanent contract thereafter. The office is in a pleasant area near Barcelona with an international working environment.

Responsibilities:

- Manage client dossier submissions for feed projects (e.g. cooperate with clients to assemble data required for constructing dossiers, review study reports, compile technical dossier based on assessing and reviewing data, etc.)
- Effectively manage submission timelines and budget while ensuring quality and timeliness of regulatory deliverables;
- Coordinate work-flow with colleagues as necessary
- Supervise work and train regulatory team in Spain
- Keep up to date with relevant EU legislation
- Monitor key web pages of DGSanCo, CRL, EFSA and any Member State
- Perform data audits/gap analysis for projects, particularly feed additive dossiers
- Obtain cost estimates for studies or any external work required
- Design and finalise EFSA-compliant study protocols
- Monitor studies, prepare and review final reports
- Perform statistical analyses and meta-analyses
- Visit research sites with clients
- Write EU dossier texts as per EU/EFSA guidance/guidelines
- Draft or review labels for compliance
- Draft technical articles for company website/newsletters
- Attend industry events/deliver presentations at conferences.

Requirements:

- Degree in veterinary medicine, veterinary sciences, animal science or similar
- Fluent in English; another European language is a plus
- In-depth understanding and knowledge of EU feed legislation
- A minimum of 3 years' experience within regulatory affairs, with an established background in project management
- Strong leadership presence and solution driven style
- A proven people manager with the ability to lead, mentor others for future growth and career development
- Ability to work independently with minimal supervision
- Experience working effectively across cultures
- Excellent attention to detail
- Proactive verbal and written communication style at all levels
- Strong interpersonal, managerial and organisational skills
- Ability to work under pressure
- Advanced computer skills, proficient in Word, Excel, Adobe, etc.
- Flexibility to travel when required
- Driving licence

Desirable:

- Good knowledge of statistics
- Experience working with Apple Macintosh
- Good level of written and verbal Spanish.

Hours:

08.30-17.30 Monday-Friday applicable during trial period, with a flexible timetable thereafter. To apply, please send a 1-page CV and 1-page cover letter in English.