

Business Purpose of Job: Global Product Stewardship/Regulatory Affairs role

This is a 14 months contract role to cover maternity leave of absence in P&G's Canadian Regulatory department.

This position is best suited for someone with a technical/science background, strong communication/collaboration skills and leadership qualities. The successful candidate will secure regulatory compliance of designated product categories. Depending on the categories, relevant external technical files might be assigned to that individual in order to ensure visibility to and compliance with any new regulations.

This position is office based, reporting to Regulatory Section Head.

Important Responsibilities of Job:

- (1) Securing regulatory compliance of the designated product categories. It includes assessment of raw materials, formulations, claims and artworks to verify compliance with the Canadian laws and regulations
- (2) Compiling submissions to Health Canada for new and existing OTC and NHP products
- (3) Developing regulatory strategies to support new initiatives in the personal care sector
- (4) Monitoring regulatory landscape and developing strategies to implement new regulations in the designated reg area

Job Qualification 1:

Mastery/Experience: Science, Engineering or technical degree is required. At least 3 years of regulatory/QA experience in consumer products, OTC/NHP sector. Thorough understanding of the Canadian Food & Drug Act, associated regulations and drug GMP requirements. Familiarity with the CEPA, CPLA, CCCR2001 and other regulations applicable to the consumer goods sector

Job Qualification 2:

Computer skills: Good knowledge of Microsoft Word, Excel, Access, and PowerPoint required. Knowledge of Microsoft SharePoint design, Visual Basic, and basic macros an asset

Job Qualification 3:

Collaboration/Work Relationships: Uses resources effectively to develop best ideas and achieve results. Builds and maintains productive working relationships with diverse stakeholders internally and externally

Job Qualification 4:

Solutions/Critical thinking: Integrates mastery, experience and data to identify strategies and solutions. Assures that decisions are consistent with the core value of "doing the right thing". Proposes new ideas to help move initiatives forward, while working with the team to navigate through regulatory requirements

Other Information: Start date 5th of January 2015. Applications accepted until November, 14th 2014

Contact: Regulatory Section Head, Global Product Stewardship
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