



## REGULATORY COORDINATOR

### About Cosmetics Alliance Canada

Founded in 1928, Cosmetics Alliance Canada is the leading trade association for the cosmetic and personal care products industry in Canada. With over 160 member companies, Cosmetics Alliance Canada acts as the principal voice of the cosmetic and personal care products industry with government regulators and works towards the establishment and maintenance of an optimum business environment that promotes global competitiveness through smart regulation. For more information, please visit our website at [www.cosmeticsalliance.ca](http://www.cosmeticsalliance.ca).

### Position Summary

Cosmetics Alliance Canada is seeking a full-time Regulatory Coordinator to support the Regulatory, Science and Market Access Department. This position is a one-year contract (parental leave) commencing July 2022. Prime responsibilities would include:

- Author and manage technical communications (regulatory and science) with members
- Organize and support regulatory and scientific events, workshops, educational seminars/webinars
- Track and analyze emerging regulatory and scientific issues and prepare internal briefing documents to summarize emerging issues and identify potential priorities for representation
- Serve as the primary Association liaison and interface with members on all matters related to regulatory and scientific affairs
- Coordinate technical committees, manage communications, and prepare information summaries in support of regulatory and science-based meetings
- Provide administrative support for the Regulatory and Science Department as well as other administrative support to the Association, as required
- Create, update and manage regulatory, science and market access documents and digital content, along with coordinating archive activities

### Minimum Skills and Qualifications

Qualified candidates will possess a science degree and/or a diploma in government relations or regulatory affairs. Ideally, we are interested in candidates that are English/French bilingual and comfortably fluent in spoken French. Previous experience in policy development and/or regulatory/quality affairs would be an asset. We are looking for candidates who have strong organizational skills and the ability to prioritize, multi-task, are analytical, detail-oriented, and possess excellent written and oral communication skills. Proficiency with Microsoft Office programs is a requirement.

Experience with the following would also be an asset:

- Sales Force
- Constant Contact
- WordPress

## **Salary**

Competitive

## **Application Process**

Interested and qualified applicants may apply by submitting your resume and an accompanying cover letter to [ca@cosmeticsalliance.ca](mailto:ca@cosmeticsalliance.ca) by no later than Tuesday, May 31st, 2022. Please ensure your application email has the subject heading of 'Regulatory Coordinator – [insert your name]'. Please note that only those candidates selected for an interview will be contacted. Potential employees may be required to complete reference checks and/or a criminal record check as part of the pre-employment process. No telephone, walk-in or agency enquiries please.

## **Closing Date**

Tuesday, May 31st, 2022 @ 11:59 pm.

## **Closing Statements**

Cosmetics Alliance Canada is committed to employment equity, diversity and inclusion in the workplace and welcomes applications from all qualified individuals. Upon request, accommodations will be made available throughout the recruitment process for applicants with disabilities.

In support of our commitment to a healthy and safe workplace and community, Cosmetics Alliance Canada has a vaccination requirement for all visitors and staff. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination prior to their employment start date. Accommodation requests may be submitted by candidates who are unable to vaccinate for reasons based on a protected ground under Human Rights legislation.

