



## Regulatory Affairs Specialist - Cosmetics & OTC

Permanent position - Montreal

### ECOMUNDO IN A FEW WORDS

EcoMundo is an innovative company with strong global growth, involved in the protection of human health and the environment. Thanks to its scientific expertise in chemical substances, it assists companies in the safe marketing of their products in more than 40 countries.

EcoMundo's values are:

- A fierce desire for **excellence**. We want to offer the best for our customers. This is why some of the biggest manufacturers trust us.
- The **spirit of initiative** is our credo. People are our driving force. As soon as he arrives, an "Ecomundian" is driven to innovate and to take charge of his projects. We work in collaboration and **team spirit**, with the will to succeed and to always go further. The pleasure of evolving together is at the heart of our commitment.

The originality of EcoMundo's value proposition lies in the combination of several complementary areas of expertise:

- Chemistry/Toxicology
- International regulations
- Development of cloud software solutions

EcoMundo Operates from Paris, France and Montreal, Canada

### JOB DESCRIPTION

Within the Regulatory Affairs department, you will participate in the management of regulatory activities and in particular in the compliance of all our data with international cosmetic regulations, especially US/Canada regulations.

### PROJECT MANAGEMENT AND CUSTOMER RELATIONS

- To be the interlocutor of the different customers/suppliers from our office in Montreal
- Establish a diagnosis of compliance and propose a corrective action plan
- Provide visibility on the stages of compliance, deadlines and deliverables

### REGULATORY EXPERTISE

- Analyze the completeness and relevance of the information received
- Analyze the composition of cosmetic/drug products and regulated substances
- Check product labelling according to US/Canada regulations
- Guide the client on the claims and tests to be carried out if necessary
- Obtain missing data from suppliers
- Register OTC/DIN or NHP products with Agencies (FDA, Health Canada): PLAs, Drug Listing, etc.
- Write the necessary export documentation
- Ensuring regulatory monitoring
- Provide regulatory advice on development strategies for new projects

## DESIRED PROFILE

With a Bachelor's or Master's degree in chemistry, you must have a successful experience in project management in the regulatory field.

### QUALITIES WE ARE LOOKING FOR

- Life sciences degree
- Minimum of 3 years of experience in regulatory in the cosmetic or pharmaceutical industry
- Knowledge of the development, manufacturing and marketing of cosmetics and pharmaceutical products
- Experience interfacing with multifunctional and multicultural groups, including international regulatory agencies is a plus.
- Must be detail oriented with excellent organizational skills with the ability to analyse regulatory documents (e.g. registration files)
- Ability to read professional journals, technical procedures or governmental regulations. Ability to write reports, registration modules and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Fluency in both official languages (English and French) is an asset.

## YOU WANT TO

- Invest in a company where Research, Innovation and Team Spirit are key values?
- Contribute to the sustainable transformation of the way industrialists manage their hazardous chemicals?
- Get involved in software that are world leaders in their field of application?
- Join a young, dynamic and talented team with a strong international presence?

*Then we have to meet !*

## RECRUITMENT PROCESS

CV and **Cover letter** (optional) to be sent to the attention of Anne Leblay at [aleblay@ecomundo.eu](mailto:aleblay@ecomundo.eu) indicating the title of the position in question.

If your profile is of interest to us, you will first be contacted by phone before being offered an interview at our offices. All applications are validated in agreement with the Montreal and Paris teams, so you will also be interviewed by videoconference with the French teams.

