
ROLE: Regulatory Graduate
DEPARTMENT: Regulatory
REPORTS TO: Clinical and Development Director
SITE: Ruislip

PRIMARY RESPONSIBILITIES

B & S Group are now looking to recruit for an ambitious Graduate who is interested in kick starting their career in a fast-moving company. You will undergo a training programme aimed at giving you understanding of our business whilst gaining industry experience. It is also structured to give you the support, guidance and solid professional platform necessary to be able to find the right path, along which to take your first steps into a future career with B&S Group.

You will be involved in the submission and monitoring of successful pharmaceutical licence applications by liaising with various governing boards to obtain granted licences as soon as possible.

SECONDARY RESPONSIBILITIES

- Maintaining and updating product samples and product files, to ensure applications are done in line with the regulatory requirement
- To prepare and submit high quality submission for post approval activity to strict dead lines
- Proactive license checking and maintain the compliance
- Continually review the PIL workload with a commercial focus and ensure work is prioritised in a way that will realise cash quickly.
- Review artwork for national phase submission and prior to launch
- Coordinating with Production Department and QPs for current license compliance and new regulatory requirement
- Liaise with the Regulatory Authorities to ensure product approvals are received in a timely manner
- Be proactive in reviewing all processes and procedures regularly, with a view to improving them.
- Take initiative to stay abreast of commercial changes by reading widely and seeking out relevant knowledge that may affect the way we work. And be proactive in sharing this with the senior team along with suggesting solutions on how we could minimise threats and optimise on opportunities.
- Ad hoc projects when required
- Any other duties as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- 1st Class or 2.1 Honours Graduate in a Science related Degree
- Ability to perform under pressure
- Clear verbal and written communication essential
- High attention to detail
- Ability to work on own initiative and in a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change