

# Regulatory Compliance Specialist

Astral Brands is looking for a candidate with strong domestic and international regulatory compliance skills in the cosmetic skincare and OTC drug industry.

## **Job Description:**

### **Key Responsibilities:**

- Review and approve product packaging/labeling materials for compliance with global regulations; analyze and recommend appropriate changes.
- Ensure that promotional materials and activities are consistent with product labeling and that communications/claims are adequately supported.
- Communicate with Canadian consultant regarding drug application submissions, and provide clarification and follow up of submissions under review.
- Review and approve new and modified products for compliance with applicable regulations.
- Develop and implement departmental and divisional policies and procedures.
- Interpret large volumes of complex information and summarize for other departments, as appropriate, the impact of new guidelines, policies, regulations, etc.
- Request regulatory documents from manufacturing sites; manage and submit to appropriate government agencies for global compliance.
- Manage product testing for safety and substantiation of claims.
- Communicate with the shipping department and Canadian warehouse when regulated product is shipped to Canada and provide support for QA in Canada for all required documents/testing on products shipped for a timely release.
- Assist the shipping department with commercial invoices by providing product tariff and FDA codes for international inbound and outbound freight.
- Ensure Astral's compliance with all FDA, Health Canada, EU, and other major regulatory agencies.
- Communicate with broker or FDA and provide requested information for shipments held for review.

### **Functional Knowledge:**

- Demonstrate the ability to analyze and interpret regulatory documents
- Strong interpersonal skills
- Effective, confident communicator in internal and external settings
- Organized
- Able to handle multiple priorities & work independently
- Demonstrate leadership and work well in teams

### **Company/Industry Related Knowledge:**

- Knowledge of cosmetic regulations in the US, Canada, EU, etc.
- Knowledge of drug regulations in the US and Canada

### **Contact information:**

- Please send your resume to [nmriouah@astralbrands.com](mailto:nmriouah@astralbrands.com)