

infarAMA, founded in 2008 through a merge of Infarmed and RA-MAnagement, is a Contract Research Organisation active in global regulatory affairs, quality assurance and translations all over the world and for a broad range of products.

We are currently looking for a (m/f):

REGULATORY AFFAIRS ASSISTANT

Job description

- Provide assistance and support to the Regulatory Affairs department incl. filing and archiving
- Proofreading leaflets and labeling
- Coordination and follow-up of scientific translations
- Maintain records and files

Required profile

- At least a Bachelor's Degree (preferably in languages, translations)
- Prepared to follow in house training regarding regulatory and translation procedures in the pharmaceutical/health care field
- Minimum of one year previous experience in a similar role preferred
- Outstanding personal and communication skills (verbal and written), ideally trilingual (NL/FR/EN), knowledge of other languages is an asset
- Organized, accurate, proactive, reliable
- Being able to work independently, while nevertheless being part of a dynamic team. Therefore a communicative attitude is an important plus
- Strong knowledge of current software;
- Able to function within a quickly changing working environment with a high stress level and continuous time pressure.

Offer

- A varied job in a dynamic and growing environment
- Employment in Alken

Contact

Please contact our office manager by mail at office.manager@infarama.be or by phone 011/31 26 16, Stationsstraat 27, B-3570 Alken, BELGIUM.