



## **Regulatory Affairs Manager**

Toronto-based sports nutrition supplement company ALLMAX Nutrition is looking for an experienced Regulatory Affairs and Quality Assurance Manager.

### **Summary:**

In this role the incumbent will be specifically responsible for following areas:

- Technical duties by leading in preparation of submissions to Health Canada in accordance with NHPD guidelines
- Leading quality control/assurance area to maintain compliance of the company's products including product releases

### **Job responsibilities:**

1. Prepare and submit product license applications to NHPD
2. Renew site license and ensure the company's activities are in compliance
3. Fulfill QA/QC responsibilities including product releases and personnel training
4. Monitor Regulatory environment vs. specific targets (regulatory intelligence)
5. Work with international team to register ALLMAX products in overseas markets
6. Regulatory review of product labels and marketing materials

### **Knowledge, Skills and Experience:**

1. Minimum B.Sc. in scientific discipline
2. Minimum of 2 years industry experience that includes regulatory and quality technical roles.
3. Exceptional written and verbal communication skills
4. Ability to work well independently and as part of a team
5. Great attention to detail
6. Understanding of sports nutrition and weight loss industry
7. Excellent time management skills to deal with time-sensitive projects and multitasking capability
8. Self starter and independent thinker
9. Patent application and trademark experience an asset

If you are interested in applying for the position, please submit your resume and cover letter to our HR department at fax number **416-223-9692**, or via e-mail to [work@hbscanada.com](mailto:work@hbscanada.com)

Please note that only candidates selected for interview will be contacted. **No phone calls please.**