

**BAYER INC.**

**CAREER OPPORTUNITIES**

**POSITION:** Submission Coordinator  
(1 year contract)

**POSTING:** 569-10

**BUS. AREA:** Regulatory Affairs

**DEPT:** Medical & Scientific Affairs

---

**BRIEF DESCRIPTION OF POSITION:**

Assist in the planning and preparation of pharmaceutical regulatory submissions (NDS, SNDS, NCs) and medical device submissions by:

- Partnering with RA project teams to plan, organize, publish, and assemble submissions according to Health Canada e-review requirements
- Ensure accurate cross-referencing and electronic bookmarking/linking within product families and final QC of outgoing submissions
- Partner with teams to respond to submission questions or comments from Health Canada
- Edit/format submission components according to global/local standards, ie, summary documents, product monographs

Contribute to Regulatory Operations teams to develop and refine processes and procedures

**DESIRED QUALIFICATIONS:**

- Experience with submission publishing tools, ie, ISI Toolbox Pharma and docuBridge and basic understanding of Documentum docbases.
- Diploma in Science or equivalent experience
- 2 years experience in Regulatory Affairs or related Medical experience.
- Good communication and interpersonal skills, attention to detail, computer expertise, planning, and organizational skills.
- Excellent skill set with MS Office suite, including Advanced MS-Word.

Team player, proactive problem-solver, and flexible and enjoys seeing tasks through to completion; results driven and action-oriented.

Email: [www.bayer.ca](http://www.bayer.ca)

**All resumes must now be submitted online.**

**Your resume must be submitted prior to or no later than Final Date of Posting  
FINAL DATE OF POSTING: August 30, 2010**

**Only the best qualified candidates will be invited for interviews.**