



Intrinsic Health Sciences Inc., a Canadian consultancy whose focus is to address the toxicology and regulatory challenges associated with the development of products (pharmaceuticals, biologics, medical devices, consumer products, natural health products and cosmetics), is always looking for people with strong scientific skills, creativity and enthusiasm to join our team. Intrinsic has immediate openings for a Regulatory Affairs Associate and a Senior Administrative Assistant/Submission Coordinator in our Mississauga location. We aim to offer our employees an environment that encourages professionalism, creativity, independence and continual learning. The assets of any knowledge-based company are its people, and we believe strongly in investing in those assets by offering training and mentoring of our staff. Like all successful organizations, we are committed to growing and advancing our employees' careers by providing them with new responsibilities and opportunities within the company.

Senior Administrative Assistant/Submission Coordinator

The position would involve providing a full range of administrative support services to all company staff, including submission co-ordination for regulatory affairs, in areas such as:

Submission and Report Production/Technical Duties

- Provide advanced level word processing support to all Intrinsic Health staff, to ensure standardized report, proposal, and submission production according to Intrinsic requirements using the Intrinsic Health Sciences Style Guides and Standard Operating Procedures.
- Assist with administrative aspects of project planning for submissions, including the production, publication and binding of professional reports, and creation of eCTD compliant submission documentation in PDF.
- Assist with technical issues relating to publishing documents using Microsoft Office or Adobe Acrobat.
- Train / assist with submission publication using specialized eCTD submission software system.

Quality Control

- Assist in the development of SOPs to ensure the efficient production of consistent and high quality submission documents and reports.
- Quality control checks on reports and submission documentation for consistency with Intrinsic standards and SOPs.
- Ensure rapid (and in some cases same day) production of high quality submission documentation in conformance with Regulatory and corporate standards.

Administrative Duties

- General administrative duties, including travel arrangements, assistance with client contracts and agreements, marketing mail outs, supply orders, and other Corporate promotional items as needed.
- Co-ordinate monthly staff loading spreadsheets and attend monthly projects meeting.
- Assisting other Intrinsic groups (Corporate and Environmental) with admin overflow and special projects.

The successful applicant(s) would ideally have the following qualifications:

- A minimum of five years of administrative office experience.
- Experience with regulatory coordination activities preferred.
- Candidates should be able to demonstrate strong written and oral communication skills in combination with a facility for technical detail.
- Familiarity with common computer programs is expected, including strong proficiency in Microsoft Office 2007, and particularly Microsoft Word and Adobe Acrobat.
- Ability to work independently and as part of a team.
- Ability to multi-task (multiple projects/issues) and react to changing situations.

Please submit a CV and cover letter in confidence to Joscelyn Wilcox at healthsciences@intrinsic.com or via fax at 905-364-7816.