

# Director of Regulatory Affairs

## MEDLINE CANADA, CORPORATION

Medline ([www.medline.com](http://www.medline.com)) is the largest privately held manufacturer and distributor of health care supplies and services in North America and the fastest growing company in the industry. Listed among the Forbes Magazine Top 200 largest private companies with more than 2.5 billion in sales in 2006, Medline is a stable, entrepreneurial organization that owes its success to its diversity and the extraordinary people employed by Medline.

Medline's' primary mission is to provide quality products and cost containment solutions to health care providers while enhancing the quality of patient care. Medline has earned the reputation as one of the top sales and customer service companies in the country.

Medline Canada Corporation in Oakville, Ontario has an immediate opening for a **Director of Regulatory Affairs**, reporting to the Vice President of Regulatory Affairs at the corporate headquarters in Mundelein, IL, USA. The Regulatory Affairs Director is responsible for all activities involved in registering and licensing of products and facilities to maintain compliance with Canadian regulations in support of Canadian sales. We are seeking an outgoing, experienced and energetic individual to join our team.

### Your role:

- Support Canadian Sales and Marketing activities by providing guidance and regulatory review for products before sale in Canada to ensure they are in compliance with all applicable Canadian requirements.
- Register and license products for sale according to Health Canada classifications and regulations. Liaise with US Medline Divisional personnel to ensure the accuracy of product information in preparing submissions.
- Interact with government regulatory agencies, as required, to address registration activities and specific regulatory issues.
- Maintain the technical files for imported products, including drug and natural health products.
- Maintain required regulatory facility registrations such as Health Canada Medical Device and Drug Establishment Licenses, NHP Site License, as needed.
- Review labeling and marketing material, including brochures and promotional literature for Canada as applicable.
- Responsible for maintaining current knowledge of Health Canada and relevant product regulations and to be able to communicate those effectively to Sales, Operations, QA, customers, and corporate personnel in the US.

### You will bring:

- A Bachelor's or Master's degree in a related subject area.
- Five to ten years experience in a Pharmaceutical or Device GMP /ISO environment; medical device experience is essential.
- Sound knowledge and understanding of Canadian Device, Drug and NHP GMP regulations.
- Excellent English written and verbal communication skills required; French is an asset.
- Strong interpersonal and leadership skills supportive of a team environment.
- Proficiency in Word Processing and other PC software applications.
- Experience in a fast-paced, multi-tasked environment.

If you are interested in this or any other opportunity at Medline, please apply by forwarding your resume to [HRCanada1@medline.com](mailto:HRCanada1@medline.com) **including the job title** of the position you are applying for in the subject line of the e-mail.

**Medline offers a competitive compensation package that includes base, bonus and full benefits for our customer service team.**

**Medline Canada, Corporation is proud to be an equal opportunity employer.**