ALTER PHARMA GROUP NV

REGULATORY AFFAIRS BUSINESS UNIT
RA OFFICER ARTWORK

ABOUT OUR COMPANY

Alter Pharma is a Belgian group of pharmaceutical companies with headquarters in Anderlecht (Belgium) and offices in Ireland and the United States. Employing in total over 140 employees, the Group distributes a wide range of pharmaceutical products to pharmacies, wholesalers, hospitals and retirement homes. At the same time, Alter Pharma is a global player on the generics market, with around 15 molecules on the European and US market and a fully stocked pipeline of niche, complex and added value products.

Our values

Our talented staff daily work in accordance with our company values:

- We are proud of our entrepreneurial culture and foster open communication, mutual respect, professionalism and efficient decision-making and we believe that our multicultural organisation is one of our most important competitive advantages.
- We believe that timely and well considered decisions as a response to emerging opportunities and ideas is the key to our success.
- We believe that the success of the company lies in the competence, dedication and motivation of each of our employees.
- We believe that freedom returns flexibility and empowerment returns commitment.

We are currently looking for a talented RA Officer Artwork to help us proactively managing the lifecycle of the medicinal products. The successful candidate must have proven skills in Regulatory Affairs and has at least a few years relevant experience in RA in the pharmaceutical industry.

You will be responsible for all areas within RA.
You will report directly to the companies' Head of QA/RA and will be based in Anderlecht, Belgium.

The job description

RA Officer Artwork undertakes full responsibility of the following:

Regulatory Affairs

- You develop artwork in close cooperation with the design office
- You prepare artwork for commercialisation or license/variation requests
- Take among others into account the specific characteristics of the imported product, the lay-out and text of the Belgian reference product, legal comments and technical requirements
- You verify if imported medicinal product batches our conform with the current license and take appropriate actions if not

- You manage the request, submissions and storage of medicinal product samples according to procedure
- You assist in the preparation of license/variation requests
- You print and assemble artwork prototypes (cartons, labels,...) with the internal printer
- When necessary, translate leaflets (Translating agents are provided)
- You update RA databases
- You support the RA team in related tasks when needed

Your professional profile

The successful candidate has a master degree in pharmaceutical sciences, biomedical sciences or other relevant studies or equivalent through experience and have at least a few years of relevant experience in RA in the pharmaceutical industry.

You have good knowledge of MS Office

Your abilities

- You are a clear communicator
- You drive for performance (fast decision taking, positive, courage, curious, connected)
- You have eye for detail
- You are flexible
- You are able to deal with deadlines
- Big amount of common sense
- You have interest in the pharmaceutical world, knowledge is a plus
- Strong organisational and administrative skills
- You have excellent knowledge of Dutch and good knowledge of French and English.

For more information about our company, please visit www.alterpharmagroup.be. Motivation letter and CV can be sent to recruitment@alterpharma.be.