

Biomapas is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for a **Regulatory Affairs Manager/Senior Specialist** to support global Regulatory Affairs team.

Role responsibilities:

- Responsible for Western HUB RA operations and coordination of the vendors and/or oversight of more junior RA staff for other the countries in the HUB. Manage and facilitate all registration related activities;
- Compile, coordinate and monitor applications for registration, renewals, variations in accordance to the national and EU legislation, standard operating procedures;
- Make regulatory monitoring of the current duties related with particular product;
- Maintain contact with regulatory authorities client/sponsor representative;
- Provide the Regulatory team with regulatory input in order to obtain timely regulatory approvals for the products;
- Translate/update the specific product dossier documents, i.e. Summary of Product Characteristics (SPC), Patient Information Leaflet (PIL), labeling, and other relevant documents;
- Update and collect information on registration instructions and regulations.

Role requirements:

- University degree in Medicine, Pharmacy, Life Sciences;
- More than 5 years of Regulatory Affairs and/or project management (Pharma sector) experience;
- Highly experienced in local Regulatory Affairs operations for the medicinal products as well as support for the other functions such as Pharmacovigilance and Quality Assurance, experience with review of local marketing materials;
- RA experience for MD is an advantage ;
- Fluency in Lithuanian and English;
- Good knowledge of MS Word, Excel, PowerPoint, Outlook, etc.;
- Attention to detail, time-management and problem-solving skills;
- Proactive, flexible, customer-oriented.

In Biomapas, you will find a supportive work environment with a guarantee for professional and personal development, as well as a competitive salary, benefits and many more initiatives that will make your daily office life comfortable.

Please apply to cv@biomapas.com

Be kindly informed that only selected candidates will be contacted.

Thank you for your attention.