



PR/123385 | Regulatory Affairs Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1569162

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 03:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Essential Job Functions:

- Fulfill regulatory, quality and technical requests in a timely manner from both internal and external customers and file responses if needed. Manage the reporting of product information using standard templates to fulfill customer inquiries.
- Monitor, understand and summarize regulatory changes pertaining to food and food ingredient use in Asia Pacific, share summaries with other regulatory functions and relevant departments affected by the change
- Evaluate and provide with interpretation of regulatory trends and patterns that could affect operations.
- Research and develop company statements in response to regulatory and quality requirements from customers and in response to industry events.
- Compare proposed company statements against other records and standards, verifying consistency and accuracy.
- Collect and use data on departmental performance to make recommendations for continuous process improvement.
- Accurately maintain product information databases to help guide the development of products.
- Research and review information about ingredients used in finished products and raw materials and entering data into databases

Education/Experience/Skills:

Required:

- Bachelor's degree in Food Science/ Chemistry or equivalent combination of education and regulatory experience in the food industry
- 8 years of food industry experience in Regulatory Affairs matter
- Demonstrated ability working in teams to manage quick turnaround times in high volume, high variety, open office environment while meeting aggressive deadlines
- Strong organizational and computer skills.
- Strong interpersonal skills. Demonstrated ability to work in a professional manner with customers and colleagues by telephone, e-mail and in person and ability to work cross functionally with other departments to complete requests.
- Excellent written and verbal communication skills.
- Must be detailed and accurate with strong demonstrated proof reading and reference checking skills
- Experience with research and investigation of quality and regulatory questions and concerns and preparing professional and potentially legally binding written responses

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Company Description