



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

May 19th, 2026 02:00

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

Company Description