



Understanding People

## Regulatory Affairs Associate / 薬事・規制担当

International consumer products firm

## Job Information

**Recruiter**

Specialized Group

**Job ID**

1597303

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

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## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

**Regulatory Affairs Associate**

An international consumer products company is seeking a Regulatory Affairs Associate to support regulatory compliance activities for products distributed in Japan. This role offers the opportunity to work closely with local and international stakeholders, contribute to product compliance initiatives, and develop expertise in a dynamic regulatory environment.

国際的な消費財関連企業にて、規制業務アソシエイトを募集しています。日本市場向け製品のコンプライアンス対応を担当し、国内外の関係者と連携しながら規制対応業務を推進いただくポジションです。

**Key Responsibilities**

- Support regulatory compliance activities for products sold in the Japanese market

- Review product information and documentation to ensure compliance with applicable regulations and standards
- Assist with product labeling, packaging content, and regulatory reviews
- Maintain regulatory records, databases, and compliance documentation
- Monitor regulatory developments and communicate relevant updates to internal stakeholders
- Support product launch activities by providing regulatory guidance and risk assessments
- Coordinate with external organizations and regulatory bodies when required
- Contribute to continuous improvement of compliance processes and procedures

- 日本市場向け製品の規制対応およびコンプライアンス業務のサポート
- 製品情報や関連資料の確認および適合性評価
- ラベル表示やパッケージ関連内容のレビューおよび管理
- 規制関連データや文書の管理・更新
- 関連法規や業界動向の調査および社内共有
- 新製品導入時の規制面からのサポートおよび評価
- 外部機関や関係団体との連携対応
- コンプライアンス業務の改善および運用サポート

## Qualifications

- Fluent in both Japanese and English
- 2+ years of experience in Regulatory Affairs, Compliance, Quality Assurance, or a related field
- Bachelor's degree in Science, Life Sciences, Nutrition, Veterinary Science, or a related discipline
- Understanding of Japanese regulatory requirements for consumer products
- Experience reviewing product labels, packaging materials, or regulatory documentation
- Strong attention to detail and ability to manage multiple priorities
- Effective communication and stakeholder management skills

- 日本語・英語ともにビジネスレベル以上
- 規制対応、コンプライアンス、品質保証、または関連分野での実務経験2年以上
- 理系学部（生命科学、栄養学、獣医学等を含む）卒業者歓迎
- 日本国内の消費財関連規制に関する知識
- ラベル表示、パッケージ、または規制文書のレビュー経験
- 高い注意力とマルチタスク能力
- 優れたコミュニケーション能力および関係者調整能力

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## Company Description