



PR/160928 | Regulatory Affairs Executive - A leading Skincare and Cosmetics Company (Hybrid & Flexible)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607178

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 10:28

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A multinational company in the Skincare & Cosmetics industry is looking for a Regulatory Affairs Executive to lead product compliance and registration for skincare and cosmetics portfolio in Malaysia. This role will serve as the primary liaison with the NPRA, ensuring all product notifications, artwork, and marketing claims strictly align with local and ASEAN cosmetic regulations. The company practises hybrid working with flexible working hours.

Key Responsibilities:

- Manage end-to-end cosmetic product notifications, amendments, renewals, and maintenance through the NPRA QUEST3+ system.
- Prepare and maintain Product Information Files (PIF) and regulatory documentation.
- Review product labels, packaging artwork, ingredient listings, and marketing claims to ensure compliance with NPRA and ASEAN Cosmetic Directive (ACD) requirements.

- Act as the key liaison with NPRA, Ministry of Health (MOH), logistics partners, and HQ on regulatory and compliance matters.
- Support new product launches by ensuring timely product notifications and regulatory approvals.
- Monitor submission progress, manage regulatory enquiries, and ensure ongoing compliance of notified products.
- Oversee post-market surveillance activities, including adverse event reporting and product safety monitoring.
- Stay updated on regulatory developments and provide compliance guidance to internal stakeholders.

Requirements:

- Bachelor's Degree in Pharmacy, Chemistry, Life Sciences, Cosmetic Science, or related discipline.
- Minimum 1-2 years of Regulatory Affairs experience within the cosmetics, beauty, skincare, or personal care industry.
- Hands-on experience with NPRA QUEST3+ for cosmetic product notification and maintenance.
- Strong knowledge of Malaysian cosmetic regulations, NPRA requirements, and the ASEAN Cosmetic Directive (ACD).
- Experience reviewing product labels, packaging artwork, ingredient declarations, and marketing claims for regulatory compliance.
- Familiarity with Product Information File (PIF) preparation and maintenance.
- Strong attention to detail, communication, and stakeholder management skills.
- Proficient in written and spoken English and Bahasa Malaysia.

#LI-JACMY

#stateKL

#countrymalaysia

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Company Description