

PR/097884 | Sales & Regulatory Executive

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1623462

Industry
Pharmaceutical

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 11:07

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview: Our client is a regional life-science and healthcare solutions provider operating in ASEAN. They specialize in clinical diagnostics, pharmaceutical formulations and technical distribution, partnering with global manufacturers to deliver compliant, high-quality products and services to hospitals, laboratories and healthcare providers.

Position: Sales & Regulatory Executive Location: Singapore (regional travel) **Employment Type:** Permanent, Full-time

Role summary: We are seeking a registered Pharmacist who is commercially minded and regulatory-savvy to combine technical, regulatory and sales responsibilities across clinical diagnostics and pharmaceutical finished-product portfolios. This hands-on role will hold the company's **Form A Poison License**, support product registrations and pharmacovigilance, and develop customer relationships to drive sales growth across ASEAN markets. The successful candidate will balance compliance obligations with business development activities and act as the primary liaison between manufacturers, principals, customers and internal stakeholders.

Key responsibilities:

- Hold and maintain the company's Form A Poison License as the appointed pharmacist; ensure license compliance and timely renewals.
- Support regulatory affairs for IVD and pharmaceutical products across ASEAN, including product registrations, regulatory submissions and adherence to local requirements.
- Manage pharmacovigilance activities: adverse event reporting, product safety monitoring and coordination with stakeholders.
- Drive sales growth and expand business opportunities within clinical diagnostics and pharmaceutical formulation markets; develop and execute territory plans as required.
- Build and strengthen relationships with existing and prospective customers (hospitals, laboratories, distributors and clinicians).
- Serve as the key liaison between manufacturers/principals, customers and internal teams to ensure timely communication and issue resolution.
- Monitor and follow up on customer orders to ensure smooth order fulfilment and a high level of customer satisfaction.
- Prepare, analyze, and present monthly sales reports for assigned product portfolios and provide market insights to support commercial decisions.
- Stay updated on industry trends, regulatory developments and market opportunities to inform strategy and compliance.
- Provide practical support to cross-functional projects and contribute to process improvements.

Key requirements:

- Degree in Pharmacy and current registration with the Singapore Pharmacy Board (registered pharmacist).
- Minimum 3 years' relevant experience in a hospital, laboratory or regulatory environment supporting clinical diagnostics / pharmaceutical products.
- Practical experience in regulatory affairs (medical devices/IVD and pharmaceuticals) and GDPMDS is preferred.
- Strong understanding of pharmacovigilance requirements and compliance processes.
- Commercially minded with proven ability to build customer relationships and support sales growth.
- Self-driven, able to work independently with minimal supervision and comfortable with regional travel.
- Excellent communication and interpersonal skills, with the ability to liaise effectively across internal and external stakeholders.
- Strong organizational skills and attention to detail.

Compensation & benefits:

- Salary commensurate with experience.
- Hybrid work arrangement.
- 14 days annual leave (service years 1–4); 17 days after 5 years of service.
- Transport allowance and mobile phone subscription cover.
- Flexible benefits, outpatient medical care, group insurance and specialist medical cover.
- Annual health screening.

How to apply: Please apply online or contact Adrian Leong at JAC Recruitment Pte Ltd for confidential enquiries. Only shortlisted candidates will be contacted.

Adrian Leong JAC Recruitment Pte Ltd EA Personnel: R26160017

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.

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Company Description