



PR/086981 | RA specialist

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1563251

業種

医療機器

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年12月23日 13:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

POSITION TITLE Regulatory Affairs Assistant

POSITION SUMMARY

A global medical device company is seeking a Regulatory Affairs Assistant to support regulatory submissions in the United States and Canada. This role offers the opportunity to work in a cross-functional, international environment, including collaboration with regulatory teams in Japan. Ideal for professionals with experience in regulatory affairs who are looking to grow their career in a dynamic and global setting.

RESPONSIBILITIES

- Assist in preparing and submitting regulatory documentation for FDA and Health Canada
- Organize, review, and manage submission materials in compliance with regulatory standards

- Support the development and maintenance of departmental policies and procedures
- Maintain accurate and compliant regulatory files
- Prepare meeting materials and assist in presentations
- Communicate effectively with international regulatory teams
- Provide administrative and operational support to the Regulatory Affairs Director

QUALIFICATIONS

- 3+ years of experience in regulatory affairs, preferably in the medical device or healthcare industry
- Knowledge of FDA and Health Canada regulatory processes
- Strong communication skills in English; Japanese proficiency is a plus
- Excellent organizational and time management skills
- Ability to work independently and collaboratively in a global team
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

LOCATION Irvine, CA (Hybrid work)

SALARY USD80,000-100,000

#LI-JACUS #LI-US #countryUS

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.us/privacy-policy>

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

会社説明