



## PR/123385 | Regulatory Affairs Assistant Manager

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントインドネシア

#### 求人ID

1569162

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2026年06月02日 14:00

### 応募必要条件

#### 職務経験

10年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 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

#### 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>

---

会社説明