



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02月10日 15:00

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

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会社説明