



## 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05月19日 02:00

### 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