JOB DESCRIPTION

JOB TITLE:	Business Development and Regulatory Project Assistant	POSITION TYPE:	OPT/Part-time /full-time/Contractor
CONTACT	info@bla-regulatory.com	DOCUMENT REQUIRED FOR APPLYING	Cover letter and CV

JOB SUMMARY:

The Business Development and Regulatory Project Assistant (BDRPA) contributes to our mission by carrying BD responsibilities under supervision and also receiving regulatory trainings for project assistant and eCTD tasks. The duties include regulatory intelligent research, delivery of business objectives, tracking the drug development market, prospecting to clients in US, supporting conference attendance, and carrying out day-to-day duties to support the BD team and administrative tasks.

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RESPONSIBILITIES

- Learn to understand the US regulatory framework for various types of applications and procedures.
- Learned to master to coordinate the input, maintenance, and revision in the project plans for assigned projects and highlight unforeseen changes in resource demand on time to Project Lead.
- Works closely with regulatory project management teams and other Business Development members to develop client acquisition strategies
- Builds new client relationships and strengthens existing partnerships through capable management of existing collaborations
- Perform office administrative tasks
- Authoring News Release and Industry news Report
- Drafts monthly regulatory intelligence reports
- Attends meetings and/or conferences to represent organization
- Contribute to special Business Development team building projects or initiatives, as required
- Develop and contribute to process improvement such as SOPs.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Relevant associate or Bachelor’s Degree in science or marketing
- 0–3-year experience in the pharmaceutical industry (CRO, biotech or pharma)
- General knowledge of marketing technics and general drug development
- Strong communication and organizational skill

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SKILLS AND CAPABILITIES

- Excellent written and verbal communication skills in English. Preferred to have another Asian language skills such as Chinese, Korean, or Japanese, but not required.
- Scientific knowledge sufficient to understand regulatory issues and facilitate scientific discussions
- Ability to work independently and as part of a team
- Ability to analyze problems and recommend actions
- Continuous Improvement and knowledge sharing focused