

# Regulatory Affaires Trainee

## About Albea & the Product line that is recruiting

Albéa is a world leader in beauty, personal care, oral care, pharmaceutical and food packaging. Albéa Gennevilliers is home to our global headquarters.

## Main activities

Working with plants/ different services in Albea (30%):

### 1. Centralisation of all RA request

- Take the lead in the gestion of the common email box:
  - Be the first point of contact of RA team by answering to emails
  - Asking for more details or complete request to requester
  - When complete request received, be the one who fill in the customer tracker, send acknowledgment of receipt, dispatch the request
  - Store correctly each request
  - Make sur the tracker is correctly fill in
- Give alert/warning in case of urgent request and be able to analyze the status of the request and push the different stakeholder

### 2. Be a key point of contact of all Albea plant

- Be in charge of requested RMIT when applicable to all Albea plant
- Follow up on RMIT request and make sure RMIT are provided in an acceptable time and are correctly fill in
- Leading the meeting with all plant each 2 weeks

Prepare regulatory customers request (50%):

- Support RA Team with customers documentation requests globally for packaging regulatory compliance attestation according to cosmetic, food and pharma/medical devices.

Participation to other RA activities (20%):

- Be a support for any activity handle by RA team (new projects development, raw materials/component support)

Participate to the development and improvement of the service

## Profile (Experience & qualifications)

Education

- Scientific background (bachelor or master in chemistry)
- Preparation of a diploma links to regulatory affairs and packaging industry
- Knowledge of regulation (cosmetic, food)

## Experience

- Proven ability to collaborate and work effectively with others in a dynamic matrix environment that includes interactions with multiple stakeholder groups
- Proven ability to develop a team culture that leads to ongoing excellence and achievement of goals
- Able to work in a multicultural dimension
- Previous experience(s) in a regulatory department is a must
  
- Rigorous, organized, curious
- Excellent inter-personal and communication skills
- Good capacity to work in a team and have positive influence
- Concise report writing skills
- Fluency in English
- Good level with Microsoft Tools (Word, excel)

## FUNCTION

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Purchasing

## LOCATION

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Gennevilliers (92)

## APPLICATION EMAIL ADRESS

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jobs.gennevilliers@albea-group.com

## TYPE OF CONTRACT

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Intern/Apprentice

## DESCRIPTION

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Responsible for the centralization of all Regulatory Compliance and Product Safety request, Be the point of contact of plants worldwide Based in Gennevilliers, scope tube + C&F