

# Officer/Executive - Supplier Regulatory Affairs

## About Albea & the Product line that is recruiting

Albéa is a global leader in beauty, personal care, oral care, pharmaceutical and food packaging. Our site, Albéa Goa integrates manufacturing capacities for Laminate Tubes for Oral Care, Cosmetics and Pharmaceutical Markets & for injection moulded components for Tube Laminate Packaging.

## Scope

- Responsible for Regulatory Materials data collection with supplier and integration in system
- Based on GOA

## Main activities

1. Be a Key User of the SAP tool Product Compliance:

- Participate to the raw material database building and maintenance
- Complete regulatory conclusions and attributes
- Ensure all regulatory supplier documents are in compliance with packaging regulations and Albea requirements
- Store correctly the documents
- Maintain the data (update of new amendment, new supplier conclusions...)
- Collect the missing supplier regulatory documents (TDS, SDS, Global regulatory commitments, Food statements, Vendor Declaration of Compliance...)
- Maintain the trackers

2. Support the supplier team:

- Assist in the supplier data recovery (contact with purchases, site and supplier ...)
- Collect and analyse VDOC and supplier DOC for new materials and existing portfolio

3. Support the customer team and all RA activities:

- Handle customer requests occasionally in case of peak of activity or special requests
- Participate to the development and improvement of the service
- Train new arrivals (trainee, new colleague...), internal colleagues and suppliers if necessary

## Accountability including KPIs

Regulatory Material Database creation in SAP

- Be able to conclude on the supplier regulatory statements
- Be able to identify the application of each raw material/component as per Albea safety standards and be able to identify suitable raw materials/component as per customer specific requirements

## Profile (Experience & qualifications)

### Education

- Bachelor or Pharmaceutical Science, Master of Pharmacy / Scientific background
- Knowledge in a wide range of regulations and standards (packaging, cosmetic, food, pharmaceutic)

### Experience

- At least 2 years' experience or more in a regulatory affairs field as cosmetic, food or medical devices
- Experience in regulatory raw materials position is a must

### Knowledge /skills / Abilities / Behaviors

- Rigorous & organized
- Excellent inter-personal and communication skills
- Good capacity to work in a team and have positive influence
- Proven ability to develop a team culture that leads to ongoing excellence and achievement of goals
- Fluency in English
- Good level with Microsoft Tools (Word, excel)

## FUNCTION

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Administration Legal

## LOCATION

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Goa

## APPLICATION EMAIL ADRESS

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jobs.india@albea-group.com

## TYPE OF CONTRACT

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Permanent

## DESCRIPTION

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