

Senior Regulatory Affairs Manager (Packaging and Marketing)

What on earth is DECIEM?

DECIEM is a humble and happy umbrella of good beauty brands like NIOD, Hylamide, and The Ordinary. We've been called every good and bad thing you can think of like *"The most thrilling thing to happen to skincare"* and *"The hottest beauty company right now"*. Over the past year, we've sold more than one product every second, opened the doors to our 35th store, and welcomed our 1000th employee. With many products in development, a new 70,000 square-foot HQ to call home, and plans for even further retail expansion, we are excited to do even bigger things in 2020.

Ranked one of LinkedIn's Top 25 Startup Companies of 2018.

What are we looking for?

We are growing very rapidly and are currently looking for a Senior Regulatory Affairs Manager (Packaging and Marketing) to be responsible for packaging and marketing compliance of cosmetic, drug, and natural health products. The successful candidate will be an integral part of the Regulatory Team and will be responsible for liaising with numerous internal departments including Technical Communications, Brands, Design, Procurement, and Quality regarding the status of ongoing products and planning for future launches.

What would you be doing?

- Keep yourself updated with excellent knowledge of the global regulatory requirements for cosmetics in the European Union, the USA, and Canada.
- Review and edit cosmetic, drug, and natural health product information (marketing, website, training tools) for regulatory compliance.
- Assemble product dossiers of Regulatory approved communication tools (marketing, website, training tools) to be used by trainers and retailers.
- Work with internal learning teams to ensure product messaging and education is consistent and compliant.
- Experience coordinating translation projects an asset. Packaging
- Manage the packaging program for new and existing products.
- Support the learning and development of existing packaging team members.
- Review and edit cosmetic, drug, and natural health product packaging and labels for regulatory compliance with a high degree of attention to detail.

- Approve new product labels and develop a timeline for implementation.
- Communicate regulatory department needs and timelines with external stakeholders.
- Work with the Design and Procurement team to streamline label production.
- Work with the Quality department to ensure exclusive application and use of current approved packaging.
- Work with the New Product Development team and the New Business Development team to ensure artwork has been created and/or updated for registrations.
- Experience with artwork creation for cosmetic products for ASEAN countries and the Middle East an asset.
- Support the entry of existing products into new jurisdictions.
- Support the development of new products.
- Work with the Partnerships and Customer Happiness team to respond to customer inquiries that require Regulatory input.

What skills and qualifications do you need?

- 7-10 years either working in Regulatory Affairs in the cosmetic or pharmaceutical industry.
- Bachelor's or Master's degree in chemistry, biology, or a related field is required
- Regulatory Affairs certification is an asset.
- Extremely well organized.
- Excellent communication skills.
- Ability to prioritize and manage multiple concurrent projects in a dynamic environment.
- Ability to problem solve.
- Ability to work independently.
- Ability to work collaboratively with departments to implement changes or new systems.
- Ability to mentor, coach, and develop staff.
- Fluent in French or a second language an asset.

Still interested? ...What happens next?

Kindly send us your resume at vt@deciam.com. We really appreciate your effort in applying to this position. However, only those candidates will be contacted who have been shortlisted for interview.

And the serious stuff:

DECIEM is an equal opportunity employer. We prohibit discrimination based on age, color, disability, national origin, race, religion, sex, sexual orientation, and any other legally protected class in accordance with applicable federal, provincial and local laws. We are also committed to creating and maintaining an inclusive and accessible workplace. If you are contacted for an interview and require accommodation during the interview process, please let us know.