

Administrative Support Regulatory Affairs (Vilvoorde)

Job content

- You provide administrative support to the Regulatory Affairs departement
- You prepare meetings and make sure the necessary materials are present
- You take care of correspondence by preparing cover letters, sending and distributing mail of the PA team
- You are responsible for filing documents
- You are in charge of PO management in SRM
- You manage the RA mailbox
- You prepare, submit and file PSURs
- You scan and file new marketing authorizations for Belgium and Luxembourg and check whether these are correct
- You check print-proofs
- Tasks related to publicity include: preparing shortened leaflets for marketing material and conduct check-ups
- You are in charge of the budget FAGG

Profile

- Accuracy, punctuality and an eye for details
- Autonomous, good in planning his/her own work
- Problem solving and analytical
- Good communication skills (Dutch, English and French)

Contact

Contact us for more information on +32 16 309 509 or hello@arcq.be