Toronto based company requires Natural Products Regulatory person. Role includes but is not limited to items listed below. Company is open to either a paid consultant role or part time/full time employee.

Job Responsibilities

* 1. The completion of all day-to-day tasks required to ensure the company meets the requirements of the Natural Health Products Regulations, and the conditions of its Health Canada Site License. This includes, but not limited to:
     1. Incoming Product Release Activity (i.e. processing all Finished Goods and Stability reports);
     2. Guiding all Company employee retain activities;
     3. Handling all NHP related complaints and adverse reaction reporting;
     4. Handling all CAPA related activity as related to Natural Health Products;
     5. Handling all external audit related activities.

Renewing the Company’s Site License is beyond the scope of this section.

* 1. For new Company clients that require fulfillment of Natural Health Products, the completion of all onboarding tasks required to ensure the company meets the requirements of the Natural Health Products Regulations, and the conditions of its Health Canada Site License. This includes, but not limited to:
     1. Addition of approved manufacturers to the company’s Site License;
     2. Cloning of NPNs within the company’s NPN portfolio;
     3. Review of labeling for compliance with Canadian and US regulations.

Obtaining NPNs outside of the company’s NPN portfolio, and licensing manufacturing facilities is excluded from this section.

* 1. Adding/changing brand names to new and existing NPN licenses
  2. Filing cosmetic notifications and brand/distributor name changes.
  3. Any other activities that the parties may agree to from time to time

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