



**Position:** Scientific Regulatory Specialist

**Location:** 603-7 St Thomas St., Toronto, ON

**Description:**

- Develop and implement strategies that ensure client compliance of cosmetics, consumer products, food, drugs, medical devices, animal feed, pesticides, fertilizers, new substance notifications (NSNs), natural health products (NHPs) and dietary supplements with appropriate domestic and international government agency regulations
- Liaise between clients and government agencies in both Canada and the USA to ensure all stakeholders have accurate information and a clear understanding of all scientific and regulatory related aspects throughout product registration
- Compile and maintain regulatory documentation
- Coordinate efforts associated with the preparation of regulatory documents or submissions
- Classification of product (food vs. cosmetic vs. NHP, etc.)
- Assessment of ingredients for acceptability as appropriate to the product classification
- Able to review/develop and substantiate marketing and scientific claims as appropriate to the product classification
- Responsible for maintaining products through the entire product life-cycle, from product development/formulation, to post license changes, as applicable to the product classification
- Able to complete scientific safety assessments and dossiers as required for the product type (GRAS, NDIs, food additive submission, novel food, etc.)
- Account Manager for multiple clients

**Qualifications:**

- Bachelors of Science (Master in science preferred), or related discipline
- Experience working for a consulting firm preferred
- Certificate in Regulatory Affairs would be an asset
- 4+ years working in a similar role
- In-depth knowledge of Canadian, US and international regulations for food, NHP, OTC, medical device, animal feed and dietary supplements is a definite advantage
- Excellent analytical abilities
- Understanding of risk management
- Effective attention to detail in order to successfully oversee regulatory initiatives
- Well-developed communication skills (oral, written, computer-proficient) with the ability to present ideas, solutions and strategies in a clear and concise manner

- Personality characterized by high quality standards, responsibility and engagement
- Ability to interact with a range of personalities and many levels of external and internal clients
- Excellent organizational, interpersonal and communication skills
- Self-motivated and enjoy taking initiative
- Project management skills with ability to prioritize
- Attention to and ability to execute details
- Adaptable to changing environment, client and project needs
- Monitoring budgeted hours and ensuing projects are completed in an appropriate time frame

**In addition, we value the following qualities in our team members:**

- Personality characterized by high quality standards, responsibility and engagement
- Ability to interact with a range of personalities and many levels of the organization
- Demonstrated self-motivation and the ability to take initiative
- Project management and strong prioritization skills
- Attention to and ability to execute details
- Adaptable to changing environment, client and project needs

**Applying for this Position:**

To be considered for this opportunity, please email your CV and related documentation to [hr@dicentra.com](mailto:hr@dicentra.com) with the position in the subject line.

**dicentra** is firmly committed to creating a welcoming, accessible, respectful and inclusive environment at our company in all divisions. We support the safety of employees and clients of diverse backgrounds and experiences. We also strive to meet individualized accessibility to ensure full inclusion for everyone.

**About dicentra:**

**dicentra** is a contract research organization and professional consulting firm that specializes in addressing all matters related to safety, quality and compliance for all product categories in the life sciences and food industries.

We evaluate, implement, and provide all the necessary support for our client's products and operations, allowing them to gain market access while building confidence in their brand.

We achieve this through our four business divisions:

- Life Sciences Consulting
- Food Safety & Quality Consulting
- Global Certifications
- Clinical Trials

Our team of experts work collaboratively to protect and improve our client's businesses. We strive to promote a dynamic environment and encourage our team to continuously develop and enhance their skills and expertise, resulting in innovative solutions for our clients. Learn more at [www.dicentra.com](http://www.dicentra.com).