

Biomapas offers a great carrier opportunity - we are looking for proactive person to join our team as Director Regulatory Affairs.

Director Regulatory Affairs

Summary and Reporting

The position requires person with genuine executive authority over the Regulatory Affairs projects in EU, CIS and other geographical region of interest. DRA is responsible for deliverance of projects goals and success in covered geographical region.

RA Project Director, Project Managers, Local Regulatory Officers/RA specialist will report directly to DRA. DRA is directly accountable to Chief Executive Officer (CEO) of the company.

Main Job Tasks and Responsibilities

Core responsibilities:

1. Development of whole RA department activities, execution of business with established and new clients.
2. Development and implementation department strategy and tactics in business development and geographical expansion.
3. Continually review and ensure adequate human resources to meet department project deliverables and milestones.
4. Fully responsible for obtaining and providing consistent, value-added, and timely information on RA department activities planning, review and project management for minimizing impact/risks on project objectives and deliverables.

Other responsibilities and competencies:

1. Prepare, implement and execute whole RA department financial budget.
2. Monitor and execute department objectives according to the RA Objectives Plan.
3. Ensure implementation and development of RA high-level project management for multiple small to large projects.
4. Monitor RA projects scope and goals, collect, review and sign financial reports on performed RA service;
5. Manage department employees and LROs, ensure adequate resources, allocate tasks, control, evaluate the performance of RA team, consult, select and adapt new employees.
6. Coach and mentor employees around project planning, project review, risk management and problem solving to ensure alignment of work practices across the team through the adoption and use of all process and technology tools and improvements by employees.
7. Co-develop with RA and BD teams implementing department marketing strategy, preparing project proposals.
8. Monitor and manage client's debts in line with Financial Department.
9. Attend meetings with clients and conferences (according annual conferences plan).
10. Produce weekly/monthly status reports, presentations to management team.

What do we expect from You

1. *Approach each assignment and each goal with enthusiasm, professionalism, and desire to deliver the best possible result.*
2. *Be flexible, be prepared to adapt to change.*
3. *Understand each our client has a different style of working and respect their individual needs. It is important to gain trust, get up to speed and adapt clients' needs quickly.*
4. *Your collaborative and solutions focused approach will help develop working relation with client.*
5. *Be a team player and demonstrate the ability to get on with a variety of people.*

If you have any questions or would like to find out more about the position, please, contact us by e-mail personalas@biomapas.eu or call directly to Personnel Manager Raimonda Klimiene +370 698 15736.
