

# ALTER PHARMA GROUP NV

## REGULATORY AFFAIRS BUSINESS UNIT

### RA ADMINISTRATIVE ASSISTANT

#### ABOUT OUR COMPANY

**Alter Pharma** is a Belgian group of pharmaceutical companies with headquarters in Anderlecht (Belgium) and offices in Ireland and the United States. Employing in total over 140 employees, the Group distributes a wide range of pharmaceutical products to pharmacies, wholesalers, hospitals and retirement homes. At the same time, Alter Pharma is a global player on the generics market, with around 15 molecules on the European and US market and a fully stocked pipeline of niche, complex and added value products.

#### Our values

Our talented staff daily work in accordance with our company values:

- We are proud of our entrepreneurial culture and foster open communication, mutual respect, professionalism and efficient decision-making and we believe that our multicultural organisation is one of our most important competitive advantages.
- We believe that timely and well considered decisions as a response to emerging opportunities and ideas is the key to our success.
- We believe that the success of the company lies in the competence, dedication and motivation of each of our employees.
- We believe that freedom returns flexibility and empowerment returns commitment.

We are currently looking for a talented RA Administrative Assistant for our parallel import business (pharmacy sales) to help us proactively managing the lifecycle of the medicinal products. The successful candidate preferably has proven skills in Regulatory Affairs.

You will be responsible for all areas within RA.

You will report directly to the companies' RA Team lead and will be based in Anderlecht, Belgium.

#### The job description

The RA Administrative Assistant undertakes full responsibility of the following:

##### Regulatory Affairs

- You proofread Patient Information Leaflets
- You translate documents as required
- You support the RA team
- You organize cover letters, tracking tables and application forms
- You create tabular documents for responses
- You perform any other administrative tasks that may be required e.g. preparation of PDF document

- You manage Licensing Request forms (converting the excel spreadsheet into pdf and saving down on the drive into corresponding folder)
- You coordinate monthly market authorization reports/lists, liaise with members of the RA team to ensure entries are filled out on time.
- Response to questions project: You create a database containing all health agency questions and the answers submitted
- General administrative assistance on upcoming RA projects e.g. Agency deficiency responses

### Your professional profile

You have a degree in languages (preferably Dutch, French or German) or have proven experience in translating and proofreading. Experience in RA and the pharmaceutical industry is a plus.

You have good knowledge of MS Office.

You have excellent knowledge of Dutch, French and English. Good knowledge of German is an asset.

### Your abilities

- You are a self-starter and capable of working autonomously and efficient
- You are a clear communicator
- You drive for performance (fast decision taking, positive, courage, curious, connected)
- You have eye for detail but still being able to keep the holistic view. You are flexible and able to work with deadlines.
- You are perseverant
- You have a balancing entrepreneurial spirit with structure – willingness to adapt to shifting or competing priorities
- You look for alignment, teamwork, priority setting, trust, open communication
- You have excellent knowledge of Dutch, French, German and English. Good knowledge of German is an asset
- You have good administrative skills.

For more information about our company, please visit [www.alterpharmagroup.be](http://www.alterpharmagroup.be). Motivation letter and CV can be sent to [recruitment@alterpharma.be](mailto:recruitment@alterpharma.be).