



ISLAND ABBEY
NUTRITIONALS™

POSITION: Regulatory & Quality Specialist

REPORTS TO: Vice President of Operations

SALARY: Compensation commensurate with education and experience, \$75,000-\$90,000

TERMS OF EMPLOYMENT: Permanent - Full Time

LOCATION: Charlottetown, PEI

Island Abbey Nutritionals provides full contract manufacturing, bottling, and packaging services for white-label production, from concept to launch.

We are also the proud makers of Honibe® natural health products- the only pure solid honey products in the world scientifically proven to retain all of honey's naturally occurring health benefit.

The Regulatory and Quality Specialist will own the Regulatory function. In addition, they will onboard new customers and support the maintenance of our Food Safety Management Systems and Quality standards.

KEY RESPONSIBILITIES

- Provide regulatory expertise for domestic and international sales through development and implementation of regulatory processes aligned to our business objectives.
- Manage all regulatory aspects of the product lifecycle from development, premarket to post-marketing phase including reviewing and approving labels and promotional material in compliance with government requirements.
- Lead the Quality process for onboarding new customers and ingredients.
- Provide guidance on product labelling and artwork projects to ensure compliance for internal brands, liaison with contract manufacturing partners to streamline path to market.
- Manage submissions to various governing agencies for product licensing.
- Maintain knowledge of regulatory requirements for dietary supplement category including packaging and documentation trends.
- Develop and maintain collaborative relationship with Canadian and Foreign Regulatory bodies to support submission strategy, regulatory pathway development, submissions status, and special access processes.
- Partner with Senior Quality Manager to ensure the Quality department is successful and aligned to business objectives.
- Participate in the review of Annual Product Quality Program.
- Collaborate on any Company's Continuous Improvement initiatives.
- Other duties as required.

QUALIFICATIONS

- BSc in Chemistry, Pharmacy, or other Life Science. Recognition as equivalent by a Canadian university or Canadian accreditation body would be an asset.
- 5+ years in a regulatory or quality role working in the pharmaceutical industry is preferred.
- 3+ experience with releasing drug/NHP product to the Canadian Market is preferred.
- Thorough and demonstrated knowledge of ICH Guideline, FDA-CFR regulations, Health Canada, and other relevant regulations.



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- Strong written and verbal communication skills.
- Excellent organization, time management and prioritization skills
- Works well under pressure in a team-based environment.
- Meticulous and detail-oriented with strong work ethic
- Sound problem solving and decision-making abilities.
- Works independently with confidence.
- Proficient user of Microsoft Office products

OTHER

Must have proof of eligibility to work in Canada.

PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO):

This position requires the ability to:

- Stand, or walk for an extended period on a hard surface.
- Lift up to 25 lbs.
- Work in a variety of temperatures
- Working with personal protective equipment
- Noise

HOW TO APPLY

For consideration, applicants must email resume to: hr@islandabbey.com prior to **January 31, 2024**

We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.