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ERPA
European Cosmetics
Responsible Person
Association

Obelis Regulatory Affairs & Quality Assurance Internship

Job Description

Title: Regulatory Affairs & Quality Assurance Intern

Department: Regulatory Affairs & Quality Assurance Department

Company Profile: Obelis s.a is a quality driven; service oriented Consultancy Company, enjoying an excellent reputation of 28 years of experience in EU Regulatory Affairs. We provide consultancy services to manufacturers of medical devices, in-vitro diagnostics, cosmetics and other consumer goods - *We believe in making manufacturers better through compliance and making safe products available on the EU market.*

Objective:

Interns will enjoy a challenging professional experience in an international environment with the aim to contribute to the smooth operations of the Regulatory Affairs & Quality Assurance department. Interns will have the opportunity to acquire knowledge in the field of Regulatory Affairs, Product Notification and EU Directives and Regulations with the possibility at the end to apply for a permanent position in Obelis.

Internship Terms & Conditions:

- Location: Brussels, Belgium;
- Period: 12 months, full time;
- **Paid internship** under the terms of the Belgian 'Convention d 'Immersion Professionnelle' + travel to work reimbursement + paid holidays days.
- Applicants **must possess** an EU citizenship

Main Duties:

- Gain knowledge on EU legislation & Notification procedures while providing high level client service;
- Perform various Notification tasks associated with the RA & QA department (Pre-Market Notification , National Registration, Free Sales Certificate Application) at the highest level;
- Support regulatory and scientific research requirements;
- Support online and offline publications;
- Contribute to the implementation of ISO Quality Management Standards;

Desired Skills & Competencies:

- Advanced analytical & technical skills; Detail oriented
- Effective communication & presentation skills (both written & oral)
- A quick learner; Ambitious to improve
- Self-motivated; Enthusiastic to tackle all tasks assigned
- Willing to take initiatives; Pro-active attitude
- Take responsibility from an early stage and follow-up on tasks assigned
- Team player who enjoys a multicultural environment

Requirements:

Education

- BA/MA degree, preferably in Law, European Politics, Chemistry/Toxicology, Biotechnology/Engineering or similar disciplines.

Experience

- Familiarity with Cosmetics and/or Medical devices is an asset
- Previous professional experience in EU or National Administration is not required but considered an asset

Language(s)

- Fluency in English (written & oral); Any other language is an asset

Computer Skills

- Confident user of Microsoft Word, PowerPoint, Outlook; Proficiency in Microsoft Excel

How To Apply:

Please send your CV **in English**, attached to a short motivational email outlining your suitability for this Internship, to the following e-mail address: career@obelis.net including 'RA&QA Internship' in the subject.

Please note that the final assessment will be held in Brussels in August/September.

Early application is recommended.

Every CV will be carefully reviewed, however due to volume of applications only successful candidates will be contacted.

Obelis is an equal opportunities employer and supports workforce diversity.