



### **Document Control Coordinator / Regulatory Affairs Assistant**

The Document Control Coordinator/ Regulatory Affairs Assistant will assist with the administrative portion of the routing process and regulatory /governmental affairs activities. This person will maintain and properly monitor the high volume of documents and information in keeping with regulatory compliance.

#### **Responsibilities:**

- Creating and maintaining a database to track all routed documents for the animal health products
- Ensuring accuracy for all signatures and reviews
- Change control coordination and maintenance of paper documents in filing system to support regulatory compliance
- Maintaining other legal document databases
- Setup, organization and maintenance of regulatory and governmental affairs filing system in our South Carolina facility
- Assist Vice President of Legal & Government Affairs with various regulatory and government affairs projects as assigned
- Coordination of internal and external meetings and assisting the department staff with general administrative duties as assigned
- Other duties as assigned

#### **Experience Required**

Qualified candidates will possess 2 - 5 years administrative, legal and/or document control experience. Must be detail oriented and possess excellent organizational and communication skills with a demonstrated ability to prioritize and multi-task in a fast-paced environment. Strong interpersonal skills and the ability to work well in a team environment are essential. Working knowledge with databases such as Access and proficiency in MS Word, Excel and Power Point required. Lotus Notes Experience a plus.

#### **Education Required:**

This position requires a high school diploma or equivalent. Some college is a plus but not required.

EOE