



**Position:** Regulatory and Scientific Associate

**Location:** 603-7 St Thomas St., Toronto, ON

**Description:**

- Assist with compliance related matters (pre-and post-marketing) of natural health products (NHPs), cosmetics and food as per applicable regulations
- Evaluating safety and/or efficacy of NHP products and/or ingredients, cosmetic products or food products by conducting literature searches
- Liaise between clients and government agencies Canada to ensure all stakeholders have accurate information and a clear understanding of all scientific and regulatory related aspects throughout product registration
- Compile and maintain regulatory documentation
- Coordinate efforts associated with the preparation of regulatory documents or submissions
- Prepares NHP submission packages, notifications and amendments
- Performs classification reviews for NHPs and products at the food/NHP interface
- Compiles ingredient issue forms for clients wishing to add ingredients to the NHPID
- Reviews NHP, cosmetic labels for compliance (Canada)
- Provides support for food label or food ingredient reviews (Canada)
- Performs cosmetic ingredient reviews and files cosmetic notifications (Canada)
- Responsible for expanding and maintaining regulatory knowledge for foods, NHPs, and cosmetics (Canada)
- Performs safety reviews for ingredients used in NHPs through compiling Standards of Evidence
- Performs critical appraisal of scientific literature for clients wishing to make claims on new NHP submissions, assessing likelihood of receiving claims and suggesting alternative options
- Liaise between clients and government agencies in Canada to ensure all stakeholders have accurate information and a clear understanding of all scientific and regulatory related aspects throughout product registration
- Writing articles for dicentra website - Canada or US (not cannabis-related)
- Account Management (e.g. including offering additional services to clients, and quoting existing clients when necessary or requested)

**Qualifications:**

- B.Sc. (in biological sciences/human health area, or related discipline)
- M.Sc. – helpful but not required (human health or related discipline)
- Knowledge/Familiarity of Canadian, regulations for NHPs, cosmetics and food is an advantage
- 0 - 2 years of NHP experience
- Excellent analytical abilities
- High attention to detail
- Well-developed communication skills (oral, written, computer-proficient) with the ability to present ideas, solutions and strategies in a clear and concise manner
- Ability to interact with a range of personalities and many levels of external and internal clients



- Self-motivated and enjoy taking initiative
- Project management skills with ability to prioritize, meet timelines, and time tracking projects
- Adaptable to changing environment, client and project needs

**In addition, we value the following qualities in our team members:**

- Personality characterized by high quality standards, responsibility and engagement
- Ability to interact with a range of personalities and many levels of the organization
- Demonstrated self-motivation and the ability to take initiative
- Project management and strong prioritization skills
- Attention to and ability to execute details
- Adaptable to changing environment, client and project needs

**Applying for this Position:**

To be considered for this opportunity, please email your CV and related documentation to [info@dicentra.com](mailto:info@dicentra.com) with the position in the subject line.

**dicentra** is firmly committed to creating a welcoming, accessible, respectful and inclusive environment at our company in all divisions. We support the safety of employees and clients of diverse backgrounds and experiences. We also strive to meet individualized accessibility to ensure full inclusion for everyone.

**About dicentra:**

dicentra is a contract research organization and professional consulting firm that specializes in addressing all matters related to safety, quality and compliance for all product categories in the life sciences and food industries.

We evaluate, implement, and provide all the necessary support for our client's products and operations, allowing them to gain market access while building confidence in their brand.

We achieve this through our four business divisions:

- Life Sciences Consulting
- Food Safety & Quality Consulting
- Global Certifications
- Clinical Trials

Our team of experts work collaboratively to protect and improve our client's businesses. We strive to promote a dynamic environment and encourage our team to continuously develop and enhance their skills and expertise, resulting in innovative solutions for our clients. Learn more at [www.dicentra.com](http://www.dicentra.com)