

# Regulatory Affairs Specialist Job Description

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- Explaining regulations, policies, or procedures
- Ensuring adequate compliance with regulations
- Advising others on matters that are related to regulatory processes and compliance
- Providing correct and accurate technical review of data or reports
- Overseeing the planning, coordination, and management of regulatory documentation activities
- Examining, identifying, and interpreting relevant regulatory guidelines
- Analyzing and evaluating laws and regulations that apply to the process of determining the impact on company activities
- Compiling and overseeing the maintenance of regulatory documentation databases or systems
- Coordinating efforts that are related to the preparation of regulatory documents or submissions
- Developing and maintaining healthy communication with regulatory agencies regarding pre-submission strategies, compliance test requirements, potential regulatory pathways, or clarification, and follow-up on submissions still under review.