



POSITION TITLE: Sr. Regulatory Affairs Coordinator  
DEPARTMENT: Regulatory Affairs  
POSITION REPORTS TO: Regulatory Affairs Manager  
WORK SCHEDULE: Monday – Friday with ability to flex as needed

**COMPANY OVERVIEW:**

Phibro Animal Health Corporation is a publicly traded organization with a rich history spanning nearly 100 years of service. The Company is a global manufacturer of medicated feed additives, feed ingredients, advanced nutrition solutions and vaccines. Phibro’s revenues are in excess of \$750 million, and are supported by over 1400 employees worldwide.

**POSITION DETAILS:**

The Senior Regulatory Affairs Coordinator will be a key contributor in the Nutritional Specialty Products regulatory team in our Quincy, Illinois office. Responsibilities of the role include, but are not limited to the following:

**Key Responsibilities:**

- Responsible for all aspects of assigned international product registrations
  - research requirements, plan, prepare, submit dossiers and support ongoing maintenance
- Develop and implement regulatory strategies for assigned projects
- Represent regulatory on internal cross functional teams, with FDA, state and international government agencies
- Provide guidance and support to management regarding new and emerging regulatory issues
- Support development and maintenance of consistent policies and procedures for international product registration

**Key skills**

- Excellent communication and organizational skills demonstrating the following attributes:
  - strong time management skills
  - proactive and self-motivated
  - problem solving skills; able to “think outside of the box” to generate potential solutions
  - excellent interpersonal skills with a “team” mind set
  - ability to take ownership of assigned projects from beginning to completion
  - commitment to the position and to Phibro demonstrated by willingness to work outside of the normal working day when required by the work load and/or project
  - good negotiation skills

**Key Competencies & Requirements:**

**ACCOUNTABILITIES:**

Ensure the timely submission and maintenance of assigned nutritional specialty product submissions

**TECHNICAL SKILLS:**

Scientific background with proven success using this technical / scientific background to solve regulatory issues

**TRAVEL:**

Travel Required 10%-20% domestically and internationally

**EXPERIENCE:**

7+ years' experience in Regulatory Affairs

International product registration experience for nutritional products or dietary supplements for animals or humans

Experienced in researching, interpreting and apply regulations

Bi/multilingual individuals preferred

**EDUCATION:**

Minimum BS in animal nutrition or a scientific discipline, MS preferred