



Cosmetics Europe, the Brussels based European trade association of the cosmetic and personal care industry, has an immediate opening for a:

### **JUNIOR REGULATORY AFFAIRS MANAGER**

#### **OUTLINE OF THE POSITION:**

The Junior Regulatory Affairs Manager will report to the Director of the Department for Technical Regulatory and International Affairs and will work closely with the members of the Department team.

#### **JOB REQUIREMENTS:**

- Bachelor or Master in a natural-science discipline.
- Excellent organisational and communication skills.
- 1-3 years' experience after graduation, preferably in the area of chemicals regulation.
- Ability to work in a proactive and autonomous way as well as in cross-functional teams.
- Excellent ability in written and spoken English.
- Full knowledge of MS Office software (Word, Excel, PowerPoint, Outlook).
- Knowledge or experience with environmental safety would be an asset.

#### **MAIN DUTIES IN THE POSITION:**

- Contribute to industry working groups in the area of technical regulations – other than the CPR and other than consumer information - impacting cosmetic industry operations, in particular REACH, CLP, ESPR, PPWR.
- Manage ad-hoc teams on specific regulatory issues in this area:
  - Collect, compile, and organise background documents and other materials for meetings, prepare minutes and summaries of actions to be taken, and ensure necessary follow-up.
  - Ensure deliverables according to the milestones and timelines agreed, e.g. CE position, guidelines, ....
  - Effective dissemination of information/output amongst members.
- Day to day management of industry questions in relation to technical regulations in the area of responsibility.
- Contribute to the preparation of workshops, papers, oral presentations and posters in public meetings to support the industry's ingredient support activities.
- Manage the SAG Sun Protection and the implementation of updated EC Recommendation on efficacy and labelling of sun protection products.

#### **WE OFFER:**

- An open-ended contract / full time basis.
- A competitive salary and fringe benefits package.
- A challenging position of high exposure in a motivated and international team.
- A wide portfolio of responsibilities and opportunities within a strong industrial sector.

#### **Interested in this position?**

Please send your CV and a cover letter outlining your motivation for this position to: [jobs@cosmeticseurope.eu](mailto:jobs@cosmeticseurope.eu)

**Applications must be received by close of business on December 14<sup>th</sup>, 2023**

Only successful candidates fulfilling all the requirements will be short-listed.

Shortlisted candidates will be asked to prove their background, qualifications, skills and experiences by providing relevant documents.

**Telephone enquiries cannot be answered.**