

REGULATORY AFFAIRS ASSISTANT

How would you like to become part of a trendsetting, versatile, international and ever-exciting consumer products company? Conair Corporation, a leading manufacturer of retail and professional hair care products, has a Regulatory Affairs Assistant position available in our Research & Development Department.

We are seeking a candidate with either a B.S. in Chemistry, Biology or related science but will evaluate resumes of non-degreed individuals with the appropriate background. The ideal candidate will have one to two years experience in cosmetics and toiletries regulatory affairs documents registration and good IT skills in electronic database manipulation.

In this position, employee will undertake complete and accurate preparation of regulatory documentation including submissions to customers, trade, governmental and regulatory bodies as required, identify, obtain compile, and review regulatory documents for global regulatory submissions in various formats for filing, preparations of dossiers for international registration, manage notarization procedures to ensure documentation is fully aligned with Regulatory Authority Requirements, work with third parties for necessary consular seals as required, initiate electronic registrations of formulae with FDA via VCRP, as well as assisting and supporting Director of Regulatory Affairs in Associate regulatory activities.

We offer a competitive salary and an excellent benefits package including medical and dental, profit sharing, 401(k), tuition reimbursement, product discounts and fitness center, as well as a beautiful location near Long Island Sound.

If interested and qualified, please forward your resume and salary requirements to:

Conair Corporation
Attn: Human Resources
1 Cummings Point Road
Stamford, CT 06902
E-mail: recruitment@conair.com
Fax: (203)351-9134

Conair Corporation is an equal opportunity employer by choice.