Tentan AG was founded in 1988 and is based in rural Itingen BL. Michel Schaer is themanaging director of this small, personal family business.

We attach great importance to high quality products manufactured according to GMP (good manufacturing practice). Our preparations are mainly manufactured in Switzerland.

Satisfied, healthy customers are important to us. That is why we are always interested in adding more innovative products to our range. Our team of international experts guarantees you progressive and high-quality preparations also in the future.

Export Manager for Regulatory Affairs / Pharmacist

Position overview

The export team is looking for a dual role member to spearhead our efforts in the quality management and export fields. We are looking for a member that is passionate about working in a multinational environment and could operate and communicate efficiently with our customers, distributors and subcontractors around the world.

The position is located in our headquarters: Dellenbodenweg 8, 4452 Itingen, Switzerland and the team is looking to fill it immediately.

Key Qualifications

- Varied pharmaceutical background (Education & Professional Experience)
- A sharp knowledge of the regulatory constraint in the pharmaceutical field and a good ability to manage products registrations and releases in different countries around the world
- Being fluent in English, Arabic and French in order to conduct workshops and oral and written discussions and communicate with our subcontractors, customers and distributors
- Ability to work efficiently with the Microsoft Office Suite (Word, Excel and PowerPoint)
- A sharp knowledge of the quality verification and validation workflow in order to validate the product batches intended to export

Description and main tasks

The export team’s main focus is on registering TENTAN products in the countries outside Switzerland and releasing the product batches intended to export. The team challenges stretch from seeking new worldwide opportunities to minimize the time-to-market to distribute our products efficiently in the different countries.

The main tasks related to this position are:

- Conducting the process of the product registration in different countries.
- Preparation of submission regulatory files to the authorities for the registration of our products.
- Follow-up of submissions
- Ensure the quality control of products intended for export.
- Management of corporate requests concerning registered files
- Preparation and submission of special request (renewals of registrations and marketing authorizations, etc.)
- Participation in strategic registration discussions (within the department, logistics, marketing, etc.)
- Updating or drafting of internal procedure
- Continuous updating of the company databases
- Serve as the regulatory export representative with the customers, distributors and subcontractors

Other skills

- Critical mind
- Accuracy and sense of organization and analysis
- Team spirit
- Great communication skills

Education & Experience

- MS or PhD in Pharmaceutical Science or related fields
- A previous experience in pharmaceutical industry regulatory affairs is required

Please send your application documents with photo to danny.chandler@tentan.ch

Tentan AG
Mr Danny L. Chandler
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