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## Expert Consultant – Scientific Department

### - JOB DESCRIPTION -

**Title:** Expert Consultant

**Department:** Scientific Department

**Directly Reports to:** C.O.O.

**Company Profile:** Obelis s.a is a quality driven, service oriented company, with over 27 years of experience in EU Regulations. Providing consultancies on medical devices, cosmetics and other consumer goods - we believe in making manufacturers better through compliance and making safe products available on the market.

**Company vision:** We create compliance for safer markets

**Objective:** To contribute to the smooth operation of the Scientific Department as well as support the department's and team's performance, KPIs and daily activity.

#### **Main Duties:**

1. Provide professional, high level and smooth client service;
2. Perform various technical work associated with the Scientific department (Product Classification, Creation & Review of Technical Files, Vigilance & Incident Reporting, Horizon 2020 Projects, Trade Mark Submissions, Communications with EU Authorities, etc) at the highest level;
3. Follow-up on tasks assigned to him as well as coordinate tasks assigned to a small team (more than 5);
4. Ensure relevant business research on new market opportunities;
5. Support the development and design of a new method, system and resource;
6. Support preparations for Management & Board Meetings;
7. Assistance to Managers, Department Managers and/or Unit Directors;
8. Provide internal trainings on department related matters;
9. Contribute to online and offline publications;
10. Contribute to the implementation of ISO 9001:2008 and ISO 13485:2003;
11. Participate to Obelis events;

#### **Requirements**

##### **Education**

- MA Degree in European law, Pharmacy, Chemistry, Biotechnology or Quality Management Systems (or similar).

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**Experience**

- 4-6 years' experience in project management and Quality Management systems;
- Experience managing a team;
- Familiarity with Cosmetics, Medical devices, Biocides, and Trade Mark Submission is an asset;

**Language(s)**

- Fluency in English (written & oral) ;
- Any other languages are always a plus;

**Computer Skills**

- Proficiency at Microsoft word, Excel, PowerPoint, Outlook

**Desired skills & Competencies**

- Strong knowledge of Quality Management systems;
- Exceptional ability to manage the execution of multiple projects with high attention to detail;
- Customer and Solution oriented;
- Strong analytical abilities ;
- Ability to prioritize, coordinate and manage tasks;
- Excellent time-management skills;
- High adaptability, flexibility, dedication supported by a positive 'can-do' attitude;
- Strong oral and writing skills to be able to communicate effectively internally and externally;
- Ability to structure workflow within a team;
- Ability to take own initiatives;
- Ability to motivate team members;
- Be able to and willing to travel in / out of the European Union;

**How To Apply:**

Please send your CV **in English**, attached to a short motivational letter outlining your suitability for this position, to the following e-mail address: [career@obelis.net](mailto:career@obelis.net) including 'Scientific Expert Consultant' in the subject.

**Early application is recommended.**

*Every CV will be carefully reviewed, however due to volume of applications only successful candidates will be contacted.  
Obelis is an equal opportunities employer and supports workforce diversity.*