

Assistant for Senior Regulatory Affairs Manager (Crop protection) – to be filled ASAP

Location: Budapest, Hungary (Headquarters' office)

Employment: Full-time

Company profile: Major producer and supplier of crop protection chemicals focused on CIS market

Responsibilities:

Successful candidate will assist to Senior Registration manager in day-to-day tasks supporting registrations of the company's products in focus countries (Russia, Ukraine, Belarus, Moldova, Kazakhstan and EU). This may include:

- *Database and documentation management (structuring of information, archiving, data tracking, etc)*
- *Communication with partners, suppliers, CROs, local reg.agents and reg. authorities*
- *Preparation and evaluation of registration documents*
- *Other various minor day-to-day office tasks*

Requirements:

- University degree
- Native Russian and fluent English is a must. Hungarian is an asset.
- Good communication, problem-solving and team-player's skills, responsibility and accuracy are required.
- Stress-resistance and ability to keep deadlines
- Previous work experience is a plus but not a must

Salary:

Competitive, depending on qualifications

Send your CV and motivation letter to:

p.tatsiana@polgar-acro.eu

Tatsiana Palchekh