



Regulatory Compliance Specialist

About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

What We Look For

Curiosity, commitment to learning, and a winning mindset.

About the Role

Reporting to the Chief Operating and Process Control Officer, the Regulatory Compliance (RC) Specialist will be a champion for regulatory standards in quality and safety at Canada Royal Milk (CRM). CRM is part of an iconic Chinese Company that is a leader in nutritional sciences and aims to improve the health and nutrition of the people who use our products.

We are seeking a highly skilled and detail-oriented Regulatory Compliance Specialist to ensure our company's adherence to all relevant laws, regulations, and industry standards. The ideal candidate will be responsible for developing and implementing compliance programs, conducting audits, and providing guidance on regulatory requirements. They will collaborate with various departments to assess and mitigate compliance risks, as well as monitor changes in regulations that may impact our operations. The Specialist will also serve as a point of contact for regulatory agencies and support internal investigations as needed. A major job function will be to ensure compliance with Chinese National Standards (GB), Canadian government, global regulatory agencies and all other relevant standards organizations.

The RC Specialist will also work closely with the QA Manager to establish and maintain systems to ensure quality manufacturing of products as defined under Good Manufacturing Practices (GMP). The incumbent shall communicate, educate, and support the quality requirements of all operational departments. As well, the role requires frequent interaction with QA, RA, R&D as well as food safety regulatory agencies in China.



Responsibilities

- Develop and maintain compliance policies and procedures in line with applicable laws, regulations, and industry standards.
- Conduct regular audits and assessments to evaluate the effectiveness of compliance programs.
- Provide guidance and training to employees on compliance-related matters.
- Ethical conduct and integrity, with a commitment to upholding the highest standards of compliance.
- Maintain familiarity with full range of company products.
- Collaborate with legal counsel and other stakeholders to address compliance issues and concerns.
- Monitor changes in regulatory requirements and industry best practices to ensure ongoing compliance.
- Lead registration process for all CRM products with the FDA, and other regulatory bodies as required.
- Lead the development and maintenance of procedures and processes to ensure GB compliance.
- Ensure HACCP and food safety management systems.
- Serve as a liaison with regulatory agencies and respond to inquiries and requests for information.
- Investigate and address compliance violations, including implementing corrective actions and preventive measures.
- Maintain accurate records and documentation related to compliance activities.
- Handle special projects and other duties as assigned.

Job Requirements and Qualifications

Minimum Education: Bachelor of Science in Food Science, Chemistry or Biology, or other related field.

Experience: 3+ years working in regulatory compliance, preferably in the infant formula or other highly regulated sector

Applicants must be legally entitled to work in Canada and have strong English communication skills (written, reading, and verbal).

- Strong understanding of relevant laws and regulations, including FDA, CFIA, GB, Health Canada, and EFSA. An emphasis on previous experience with the FDA application and approval process is preferred.
- Ability to build and maintain positive relationships with regulatory bodies.
- Excellent analytical and problem-solving skills, with keen attention to detail.
- Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams.
- Ability to stay current on regulatory requirements and assess their impact on the organization.
- Experience in conducting compliance risk assessments and implementing controls to mitigate identified risks.
- Knowledge of infant formula related to GB standards, SQF, HACCP, GMP



- Ability to prioritize and manage multiple tasks in a fast-paced environment.
- Proficient with compliance management software and tools.
- A strong commitment to upholding ethical standards and promoting a culture of compliance within the organization.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Familiarity with regulatory reporting requirements and experience in preparing and submitting regulatory reports and filings accurately and on time.
- Willingness to adapt to changing regulatory landscapes and evolving business needs.
- Ability to anticipate future compliance challenges and proactively develop strategies to address them.

Working Conditions

The standard office hours are Monday through Friday, 8:30 am to 5:30 pm. Most of the work occurs during regular weekday office hours. However, as an international company with frequent interaction with head office, hours of work involved may vary to accommodate differences in time zones. Flexible hours are required occasionally and may include evening and weekends.

Most work is performed in an office environment; however, occasional inspection of production lines is also required. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds.

Covid-19 Vaccination Policy

The health and safety of our employees and customers is a top priority for Canada Royal Milk. Therefore, applicants will only be considered who are fully vaccinated, subject to human rights considerations and recognized medical exemptions.

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as 2SLGBTQIA+, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at careers@canadaroyalmilk.com.