



Job Title: Regulatory Affairs Associate I

Diamond Animal Health is a leader in contract manufacturing of animal pharmaceuticals and vaccines. Based in Des Moines, the company operates a USDA-, FDA- and DEA-approved facility. Diamond offers comprehensive services such as Research and Development, Regulatory and Licensing Approvals, Contract Manufacturing and Logistics.

Job Summary: The Regulatory Affairs Associate I will oversee the Document Change Control System under the guidance of the Regulatory Affairs Manager. Additionally, this role will offer general support to the Regulatory Affairs Department as required, assisting in applying regulatory requirements to ensure compliance with local, state, federal and international authorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Document Change Control:

- Provides support with document formatting as required.
- Assists and trains users on the Document Control System.
- Tracks the progress of documents through the change system.
- Verifies resolution of all change-related issues prior to document approval.
- Distributes all newly revised documents.
- Collects and disposes of all outdated controlled copies.
- Updates and distributes Master Standard Operating Procedures Indices quarterly.
- Scans and uploads documents to an electronic archive system.

Regulatory Support:

- Manages, tracks and distributes correspondence with the USDA.
- Supports dossier preparation tasks (e.g., photocopying, scanning, assembling binders).
- Assists in preparing Protocols and Reports (e.g., photocopying, scanning, compiling appendices).
- Aids in the preparation of International Registration documentation, including consularization and State Department Authentication.
- Supports tasks related to Outlines of Production, Special Outlines and Facilities Documents (e.g., photocopying, scanning, filing, distribution).



- Assists in revising controlled documents.
- Facilitates seed/cell tracing activities (e.g., retrieving, scanning, uploading to an electronic archive system, filing).
- Other duties as assigned: 5% of position responsibility.

Requirements

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent required; Associate's degree in a related field preferred.
- Previous experience in animal biologics, regulatory affairs or business management is desirable.
- Excellent customer service skills with the ability to listen, analyze requests and provide timely resolutions to customer issues.
- Effective verbal and written communication skills.
- Proficiency in organizing and tracking data and documents.
- Intermediate to advanced proficiency in Microsoft Office Suite and electronic document control systems.
- Ability to read, write, and speak Spanish (preferred but not required).

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service skills for both internal and external stakeholders, demonstrating the ability to listen, analyze requests and customer needs and deliver timely and positive resolutions to issues.
- Effective verbal and written communication skills, always maintaining professionalism.
- Capability to provide training or assistance to individuals or small groups.
- Understanding of internal processes, procedures and external regulatory requirements.
- Proficiency in organizing and tracking data and documents.
- Skilled in defining problems, collecting data and drawing valid conclusions.
- Intermediate to advanced proficiency in Microsoft Office Suite, internet software, email and electronic document control systems.
- Ability to read, write and speak Spanish (preferred but not required).
- Maintains confidentiality while appropriately disclosing information to key individuals.



PHYSICAL DEMANDS:

- Requires prolonged sitting, some bending, stooping and stretching.

WORK ENVIRONMENT:

- Typical office environment.
- The noise level in the work environment is usually moderate.

Diamond Animal Health is an Equal Opportunity Employer

Benefits:

Diamond Animal Health offers a comprehensive benefits package to our employees, including:

- Health Insurance (Medical, Dental & Vision).
- Company-Paid Life Insurance with AD&D.
- Company-Paid Short-Term and Long-Term Disability Insurance.
- Employee-Paid Voluntary Life Insurance Options.
- Retirement Plan (401k Traditional and/or Roth) with Company Match.
- Paid Time Off (Vacation, Sick, and Holidays).
- Family Leave (Maternity and Paternity).
- Training and Development Opportunities.