



Position: Regulatory Affairs and Quality Assurance Associate

Location: 603-7 St Thomas St., Toronto, ON

Description:

Cannabis Consulting (75%)

- Preparation and submission of federal cannabis licence applications for all classes and subclasses:
 - Cultivation – Micro, Standard, Nursery
 - Processing – Micro, Standard
 - Sales for Medical Purposes (with and without possession)
 - Research
 - Analytical Testing
- Preparation of industrial hemp licence application packages
- Drafting Organizational Security Plans as required
- Participation in licensing strategy development
- Preparation of CRA cannabis licence application packages
- Migration of applications from ACMPR regulatory framework to new regulatory framework under the Cannabis regulations
- Preparation of import/export permits for licence holders
- Preparation and submission of security clearance application packages
- Preparation of non-medical (recreational) cannabis retail licence applications for all provinces and territories where private sales are permitted
- Drafting of GPP reports and other quality related documents
- Design and consultation of facility floorplans
- Design and consultation of facility security system designs
- Design and consultation of cultivation plans
- SOP consultation and preparation (drafts and final revisions)
- Preparation of GAP analyses on documents/information provided by clients against the Cannabis Act and its regulations and all applicable requirements
- Preparing responses to all correspondence received from Health Canada regarding licence applications that have been filed
- Assessing proposed retail sites to determine compliance in relation to provincial and territorial regulations



Life Sciences (25%)

- Assist with the release of various NHPs, cosmetics and dietary supplements for a number of dicentra's clients
- Documentation review related to product release
- Label review related to product release
- Assist in out of spec investigations when required
- Assist in complaint investigations when required
- Assist in the preparation of all product release documentation necessary for new product receipts
- Assist in the preparation of all product release documentation necessary for repeat lot product release

Qualifications:

- Strong working knowledge of the Cannabis Act, Cannabis Regulations, Food and Drugs Act, Food and Drug Regulations and the Natural Health Products Regulations
- Strong working knowledge of the different classes of licences and licence application requirements for licences issued under the federal Cannabis Act
- Strong working knowledge of provincial licensing requirements for provinces/territories in which private cannabis retail is permitted
- 2 – 3 years of experience in the regulatory industry is preferred
- Minimum Bachelor of Science degree in one of the following is required: Chemistry, Biology, Microbiology, Pharmacology or any other life science
- Strong attention to detail
- Strong computer skills in a Windows environment
- Must have exceptional communication skills: the ability to speak, listen, and write using professional tools and techniques
- Strong problem-solving skills
- Ability to handle a fast-paced working environment with rapidly changing priorities
- Strong prioritization skills
- Strong customer service skills
- Certification in regulatory affairs program preferred

Applying for this Position:

To be considered for this opportunity, please email your CV and related documentation to info@dicentra.com with the position in the subject line.

dicentra Cannabis Consulting (dCC) is firmly committed to creating a welcoming, accessible, respectful and inclusive environment at our company in all divisions. We support the safety of employees and clients of diverse backgrounds and experiences. We also strive to meet individualized accessibility to ensure full inclusion for everyone.



About dicentra Cannabis Consulting (dCC):

dicentra Cannabis Consulting (dCC) is Canada's leading consultancy for the cannabis industry. We provide all of the services you require to establish, improve, and perfect your cannabis business. This includes applying for and obtaining all licenses under the Cannabis Act, obtaining import and export permits, designing and conducting clinical trials, and assisting in overall business strategies and product development. Our team of experts has extensive regulatory, compliance, and security experience within the cannabis industry. dCC also provides strategic advice and all related regulatory services for drug, natural health products, food and medical device products related to or containing cannabis.

Our team of experts work collaboratively to protect and improve our client's businesses. We strive to promote a dynamic environment and encourage our team to continuously develop and enhance their skills and expertise, resulting in innovative solutions for our clients. Learn more at www.dicentra.cc.

