



Pfizer UK Undergraduate Programme 2024/2025

Regulatory Product License Maintenance Undergraduate

Regulatory Operations - Global Regulatory Sciences

Pfizer Research & Development

Who can apply?

Applicants must be completing placement as part of a degree course at a UK University, either through Year in Industry/Industrial Placement or Gap Year.

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered. Please access the Word version of the Application Form here: [Undergraduate Vacancies | Pfizer UK](#) and find instructions as to how to complete your application and more about eligibility criteria. Learn more about this exciting opportunity below!!

Department Overview

The Regulatory Operations organization spans over ten Pfizer offices in more than seven time zones. Each year the group supports approximately 40,000 submissions to 175 countries around the world, within both established and emerging markets. The group operates in a dynamic business environment and is a key contributor in ensuring quality dossiers are submitted on time to Health Authorities for the Pfizer portfolio. Product License Maintenance Data Sciences is a team of operational experts that sit under Global Regulatory Operations.

The Product License Maintenance team has a strong continuous improvement, project management and change management focus. The teams specialises in sourcing Regulatory certificates and samples for the Emerging Market submissions while constantly evaluating and redesigning existing regulatory and operational processes. The team also perform cross-functional critical issue remediation and lead project/change management initiatives at a global scale.

As the Pharmaceutical Industry evolves Regulatory Operations act as a key stakeholders in the innovation, design, and implementation of new technical solutions, process designs and deployment through the global teams and networks.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

This role will support initiatives of varying complexity, for which Product License Maintenance is either an owner or a major stakeholder. The Regulatory Product License Maintenance Undergraduate will:



- Work in a busy, diverse Regulatory environment developing critical business skills and be a valued member of a multidisciplinary team.
- Day-to-day delivery of Regulatory certificates & product samples, working closely with senior leaders of the organisation
- Logistics coordination
- Contribute to and manage global projects which aim to drive growth, improve business process and overall consolidate Pfizer's position as the premier pharmaceutical company. Typical projects can include working on business transformation, building new capabilities, increasing business efficiency, re-designing complex processes or program management efforts in the Regulatory Operations arena.
- Partner with internal & external colleagues to support the operation and evaluation of existing processes, driving continuous improvement, learning and applying a variety of continuous improvement tools and methodologies.

Other responsibilities will include:

- Support business analysis and project management efforts to assist in ensuring the success of a broad variety of global initiatives and projects.
- Issue resolution and escalation for assigned projects.
- Recognise and analyse potential issues and provide a systematic approach to the solutions of these issues while noting any practical constraints.
- Contribute business solutions through influential partnerships with internal and external colleagues.
- Act as a key contributor within the areas of process development, decision making, and change management in the context of Global Regulatory Operations.
- Support cross-functional, global teams as appropriate.
- Develop and maintain documented procedures and guidelines as necessary.
- Support in future recruitment of Undergraduates and/or apprentices

Pfizer also offers a diverse environment which allows employees numerous opportunities to grow and develop. This is a great chance to be part of the bigger picture, and to assist in ensuring Pfizer maintains a strong and diverse workforce as well as developing a talent pipeline of future Pfizer colleagues. It is also a fantastic way to obtain a better comprehension of the pharma industry and the type of roles it has to offer.

What other opportunities and benefits do Pfizer offer?

Cross-functional projects, comprehensive training on relevant systems & processes.



When can I start?

Placements will start on 2nd September 2024 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- Completing placement as part of University Degree either through Year In Industry/Industrial Placement or Gap Year
- Ability to work effectively in a team environment
- Ability to adapt to an ever-changing business environment
- Ability to learn and adapt quickly to change
- Ability to generate creative and innovative ideas
- Enthusiasm and pro-active attitude
- Strong organizational & project management skills
- Manage competing priorities
- Technical proficiency in Microsoft applications
- Excellent analytical and problem-solving skills
- Keen eye for detail
- Strong verbal & written communication skills and willingness to network

This position will close for applications on 14th April, 2024.

Just a reminder re who can apply....

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Flexibility

We aim to create a trusting, flexible workplace culture which encourages employees to achieve work life harmony, attracts talent and enables everyone to be their best working self. Let's start the conversation! That is also one of the initiatives we are implementing, so you even have the chance of becoming a champion, helping to roll it out.

Equal Employment Opportunity

We believe that a diverse and inclusive workforce is crucial to building a successful business. As an employer, Pfizer is committed to celebrating this, in all its forms – allowing for us to be as diverse as the patients and communities we serve. Together, we continue to build a culture that encourages, supports and empowers our employees.

#LI-PFE