

Role Description & Person Profile

Registration Executive	Registration Executive
Reports to:	Regulator and Quality Compliance Manager
Location:	HCMC, Vietnam
Direct & Indirect Reports:	N/A
Role Overview	To provide administrative and documentation support for product registration, license management, and regulatory activities. Ensure accurate and timely handling of registration dossiers, and licenses in compliance with Vietnam regulations
Key Responsibilities:	<p>1. Registration (80%)</p> <ul style="list-style-type: none"> - For Finish Products: <ul style="list-style-type: none"> Coordinate with factory team to collect product samples as instructed by the manager and arrange delivery to the laboratory. o Coordinate with laboratories to conduct sample analyses according to the assigned parameters ensuring the results meet the required standards for product registration submission. Record, track, and archive all testing results and relevant documents in an organized and systematic manner. - For Import Products: <ul style="list-style-type: none"> Assist in translating, formatting, and arranging documents as required. - For Export Products: <ul style="list-style-type: none"> o Support the preparation of sample testing documents and required certificates for importing countries. o Coordinate with foreign consulates to carry out the legalization process for documents required for product registration or regulatory submissions. <p>2. Quality compliance management 5%)</p> <ul style="list-style-type: none"> - To ensure appropriate quality control testing is in place, ensuring we meet Vietnam Regulations and AB Agri Vietnam standard as well as customer requirements. - To submit the analysis Lab requests and tracking the status for each request . <p>3. Labelling (5%)</p> <ul style="list-style-type: none"> - Support in creating draft labels based on the manager's information. <p>4. Ad-hoc assignment by line manager time-to-time (10%)</p>
Budget Responsibility:	N/A

Person Profile/Knowledge	
Experience, any formal qualifications and necessary keys areas of knowledge or experience.	
Essential	Desirable
Demonstrable experience in a registration role in manufacturing animal feed/pet food – premix/ compound feed	Ability to coordinate and follow up on multiple requests and tasks across departments.
At least 2-3 years of experience in administrative support roles, preferably in regulatory affairs, quality assurance, or compliance-related positions	Good knowledge of Vietnam animal food regulations is a plus
Bachelor’s degree in animal science, Veterinary Medicine, Food Technology, Chemistry, or related fields.	Experience in translating technical documents related to animal feed, pet food, veterinary products, or food safety regulations
Good technical English reading and translation skills	Ability to research technical terminology
Proficiency in Microsoft Office (Word, Excel, Outlook)	
Key Behaviours	<ul style="list-style-type: none"> - Strong collaboration and influencing skills. - Role models high standards and promotes the reputation of AB Agri VN - Clear, approachable, and adaptable communication style - Ability to identify and drive process improvement. - Planning and organization skills - Ability to build relationships and provide constructive challenges and support to a team. - Attention to detail and good problem- solving ability.
Other Factors Travel, shift pattern, working hours, Licence type etc.	Willing to travel when needed ABAV Regulatory team also supports the registration of AB Vista products (Quantum Force, Vistacell L, ECONASE for Vistapre-T, etc.). This is also necessary for the blending business at ABAV factories.

