Posted: 13/05/2024

| JOB VACANCY | |
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| **Job Title** | QA Officer |
| **Job Type** | Permanent |
| **Hours of Work** | 37.50 hours a week 08am to 16.45 with 30 minutes for lunch Monday to Thursday & 08.00 to 12.30 on Friday |
| **Salary** | Dependant on Qualification / Experience - TBC |
| **Reporting Direct To** | Debbie White |
| **Department Head** | Technical Director |
| **To Apply** | Interested parties should submit their C.V to the H.R. Department with a covering letter |
| **Closing Date for Application:** 25th November 2024 | |

## POSITION OVERVIEW

This is a broad and diverse role in the Quality Assurance Department and will involve working with a wide range of different departments as well external suppliers, customers, and Contract Manufacturers.

### MAIN TASKS AND KEY RESPONSIBILITIES

- The successful candidate will be responsible for supporting the QA Manager in the maintenance and development of the Pharmaceutical Quality Management System for a company that manufactures brand leading OTC and herbal medicinal products.
- Provide Quality advice & support to the site to ensure compliance to applicable regulations
- The candidate will also help compile, report, and administer aspects of the Quality Management System, and have sole responsibility for elements of the QMS

### Qualifications

- Minimum undergraduate degree in Life Science/health-related field or at least 2 years working in a pharmaceutical environment.
- At least 2 years experience within a Pharmaceutical company

### Personal Attributes

- The candidate needs to be a “self-starter” and a highly efficient, enthusiastic and professional individual. A quick learner with the ability to multi-task, establish priorities and work in a challenging environment. Possessing a good basic understanding of the essential requirements of pharmaceutical quality and GMP.
- To be successful in this role you need to be an effective communicator, have strong organisational skills with a willingness to learn and to be able to approach problems with an analytical, creative, and collaborative mindset.

### Skills

- Possessing a good basic understanding of the essential requirements of pharmaceutical quality and GMP.
- A sound knowledge and understanding of Pharmaceutical Quality Management Systems
- A track-record in project handling and completion in a timely manner with the ability to act on your own initiative when required.
- Strong communication, Microsoft Office knowledge and writing skills with fluency in written and spoken English.