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Vendor Qualification Officer

Department: Quality Assurance

Hours per week: 20

Basis: Permanent

Job Purpose

The Vendor Qualification Officer will support the site Vendor Qualification process and conduct all related activities via questionnaires and document review as well as risk assessments in relation to vendors. This will also include all administration relating to site audits and inspections.

Key Responsibilities

- Qualifying medium and low risk vendors in accordance with GxP requirements
- Completing forms and updating tracker for vendor approval process
- Review of CVs and certificates from Vendors
- Ensuring all forms and questionnaires are received in a timely manner and following up to ensure their return
- Updating Vendor Approved List
- Supporting ongoing Vendor qualification process

Knowledge, Experience & Skills Required

This role would suit a recent Graduate in Biosciences or someone who has experience in a similar role and who has experience in GxP.

- Experience of dealing with internal and external stakeholders
- Proactive and confident following up outstanding actions from Vendors
- Experience in Quality Assurance would be beneficial



Closing Date: 6 August 2021

A job statement for this role is available on request.

Please send all applications to:
careers@allergytherapeutics.com

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