

Discovermore

QA Systems Officer

Department: QA Systems

Hours per week: 37.5

Basis: Permanent

Job Purpose

To provide Quality System and process guidance for UK and Affiliates and maintaining and developing the Quality Management Systems required under GMP legislation.

Key Responsibilities

- To support compliance with all GMP/GDP and GCP regulations
- Interrogation of quality systems, e.g. customer complaint and change control systems, to provide trends and data for the Annual Product Review (APR) process
- Coordination of other department contributions to ensure timely completion of APR's and affiliate product quality reviews
- Responsible for the collation of APR data and working with key stakeholders
- To maintain an up-to-date knowledge of current industry best practices for quality systems
- Processing, recording and of responding to customer product quality complaints on time within the TrackWise (or other) system
- Management of the change control tracker, maintaining the data up to date
- Provision of quality system metrics
- Support for other quality systems including non-conformances, CAPA, etc.
- Support for archiving and document control
- Work with the team on ensuring Quality Agreements are continually up to date

Knowledge, Experience & Skills Required

- Previous experience in a Pharma/Pharma Manufacturing, testing or QA environment
- Good understanding of GxP applicable in the UK
- Excellent report writing skills
- The ability to communicate with a number of key stakeholders
- Excellent attention to detail with the ability to display data graphically

If you are interested in this role, application forms are available from your manager and a job description is available on request.

Please send all applications to:
careers@allergytherapeutics.com

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