

## **JOB DESCRIPTION**

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**ROLE: Quality Assurance Graduate**

**REPORTING TO: Quality Assurance Specialist**

**LOCATION: Ruislip and Perivale**

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### **PRIMARY RESPONSIBILITIES**

B & S Group are now looking to recruit for an ambitious Graduate who is interested in kick starting their career in a fast-moving company. You will undergo a training programme aimed at giving you understanding of our business whilst gaining industry experience. It is also structured to give you the support, guidance and solid professional platform necessary to be able to find the right path, along which to take your first steps into a future career with B&S Group.

To support the management of quality systems for Clinical and Distribution with frequent travel between the two sites.

### **SECONDARY RESPONSIBILITIES**

- Management of the quality systems, processes and procedures to assure product quality and safety for Clinical and Distribution.
- To engage in intradepartmental and cross-functional/organisational relationships to drive Quality System Requirements (QSRs)
- Own the development and maintenance of policies and procedures for departmental functions
- Influence site compliance to Quality policy, Quality Management System procedures and guidelines
- Influence participation in compliance to internal and external regulations
- Influence quality system metrics such as Corrective and Preventive Action, training metrics, completion and complaint resolution metrics
- Support audit of internal systems and external suppliers and manufacturers
- Inform appropriate internal departments on audit results and work with the necessary staff to achieve GXP compliance
- Provide QA support during regulatory authority inspections, as applicable
- Update key performance indicators/metrics in a timely manner
- To support QMS software qualification and compliance
- Any other ad hoc duties

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- 1<sup>st</sup> Class or 2.1 Honours Graduate in a Science related Degree
- Ability to perform under pressure
- Clear verbal and written communication essential
- High attention to detail
- Ability to work on own initiative and in a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change