

JOB DESCRIPTION

ROLE: Quality Assurance Assistant
REPORTING TO: Head of Manager
SALARY AND BENEFITS: Hourly Rate
LOCATION: Ruislip

PRIMARY RESPONSIBILITIES

Responsible for managing site GMP Controlled Documents

SECONDARY RESPONSIBILITIES

- Ensure all Controlled Documentation is stored/ archived correctly.
- To write reports, SOPs and other documentation when required.
- To support the management of quality systems, processes and procedures to assure product quality and safety
- To engage in intradepartmental and cross-functional/organizational relationships to drive Quality System Requirements (QSRs)
- Own the development and maintenance of policies and procedures for departmental functions
- Maintain quality systems and electronic logs
- Support audit of internal systems
- 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

- 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 and prioritise work
- Ability to adapt to change