

## **JOB DESCRIPTION**

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**ROLE: Quality Assurance Administrator**

**REPORTING TO: Head of Quality**

**SALARY AND BENEFITS: Hourly**

**LOCATION: Ruislip**

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### **PRIMARY RESPONSIBILITIES**

Responsible for managing site GMP Controlled Documents and to ensure all Controlled Documentation is stored/ archived correctly.

### **SECONDARY RESPONSIBILITIES**

- 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

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

- 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