

JOB DESCRIPTION

ROLE: Quality Assurance Officer

REPORTING TO: Head of Quality

LOCATION: Ruislip

PRIMARY RESPONSIBILITIES

The QA Officer will assist the Quality department in the management of quality systems, processes, and procedures to assure product safety and quality.

SECONDARY RESPONSIBILITIES

- Support management of Corrective and Preventive Action, Deviations, Training metrics, Audit Actions 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
- Review and Approval of OOS and OOT investigations
- Review and Approval of artwork
- Review and Approval of Finished Product CoAs
- QA input to regulatory queries
- 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
- 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
- Influence site compliance to Quality policy, Quality Management System procedures and guidelines
- Influence participation in compliance to internal and external regulations

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