

JOB DESCRIPTION

ROLE: Quality Assurance Graduate (GDP)

REPORTING TO: Head of Quality

LOCATION: Ruislip and Perivale

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 Distribution with frequent travel between the two sites.

SECONDARY RESPONSIBILITIES

- To take responsibility for warehouse temperature mapping and monitoring
- To take responsibility for GDP activities
- To communicate any issues with managers
- To raise Quality records in a timely manner
- To support the management of quality systems, processes and procedures to assure product quality and safety for Distribution.
- Influence site compliance to Quality policy, Quality Management System procedures and guidelines in with GDP
- 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
- 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
- Knowledge and awareness of Quality Assurance (QA) activities
- Awareness of Good Distribution Practise (GDP) and Good Manufacturing Practise (GMP) activities
- Any other ad hoc duties

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- 1st 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
- Must have a full clean driving licence.