

QA Assistant - fixed term

Job ID
REQ-10015962
Juil 17, 2024
Italie

Résumé

-Supports all GxP activities in the Quality department. Administers Quality Systems/ Processes including documentation, metrics and monitoring of actions. -Supports establishment of Quality operational processes. Performs routine GxP Compliance/ Operational activities according to Novartis Quality Standards. Supports Quality Projects and initiatives.

About the Role

Major accountabilities:

- Maintains applicable Standard Operating Procedures (SOPs), GxP compliant documentation and records within the Novartis Quality Management System.
- Ensures the integrity of all Quality Systems records and data, as applicable and collaboration of own team with other functions and departments.
- Ensures an adequate level of education, GxP knowledge.
- Updates and maintains relevant information in electronic systems (e.g. Change Control, Documentation, Training).
- Follow up and monitoring of e.g. CAPAs, actions, metrics, Quality plan).
- Supports Quality Audits and Health Authority inspection.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Customer satisfaction -Punctuality rate -Jobs done on time, following the specified cycle time -Consistent compliance with GMP and Health, Safety and Environment guidelines and Standard Operating Procedures -No complaints with regulatory inspections

Minimum Requirements:

Work Experience:

- Functional Breadth.
- QC/ QA in pharmaceutical ind./ biotech with environmental monitoring &.
- Collaborating across boundaries.
- cleanliness zones.

Skills:

- Continuous Learning.

- Dealing With Ambiguity.
- Gmp Procedures.
- Qa (Quality Assurance).
- Quality Control (Qc) Testing.
- Quality Standards.
- Self Awareness.
- Technological Expertise.
- Technological Intelligence.

Languages :

- English.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Division

Oncology

Business Unit

Innovative Medicines

Emplacement

Italie

Site

Ivrea

Company / Legal Entity

IT58 (FCRS = IT058) AAA Italy Srl.

Functional Area

Qualité

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

[Apply to Job](#)

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }

Job ID

REQ-10015962

QA Assistant - fixed term

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10015962-qa-assistant-fixed-term>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/lvrea/QA-Assistant---fixed-term_REQ-10015962
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/lvrea/QA-Assistant---fixed-term_REQ-10015962