

# QA Assistant - fixed term

Job ID  
REQ-10015962  
Lug 17, 2024  
Italia

## Sommario

-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.

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Divisione

Oncology

Business Unit

Innovative Medicines

Posizione

Italia

Sito

Ivrea

Company / Legal Entity

IT58 (FCRS = IT058) AAA Italy Srl.

Functional Area

Quality

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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