

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With over 700 highly educated scientists and professionals in six locations in Europe and two in the USA, we offer best-in-class solutions for drug discovery and drug development, from small- to medium-sized molecule hits. We are large enough to matter, and small enough to care. Our services span across early stage hit finding all the way to the delivery of your early clinical drug substance API. Making molecules matter. Together.

Due to fast international growth and increasing demand for our services at our location in Weert, we are looking for a skilled and enthusiastic:

QA Officer Quality Management System (QMS)

Full-time

The QA Officer QMS effectively performs activities to ensure compliance with applicable current good manufacturing practice (cGMP) regulations, corporate policies, and site standard operating procedures (SOPs).

Key job responsibilities

- Management of the electronic document management system, i.e., MasterControl.
- Further develop and improve the electronic document management system.
- Act as sysadmin for the electronic document management system.
- Review and approve risk assessments.
- Execute trending reports.
- Supplier/contractor qualification.
- Execute internal audits.
- Follow-up, review, and approve change controls, deviations, corrective and preventive actions (CAPAs), and effectiveness checks.
- Support writing/revising SOPs and work instructions.

Qualifications

- At least HBO level or equivalent.
- At least 2 years' experience working in a QA function.
- High level of initiative, flexibility, and problem solving.
- Good written and oral communication skills (at least in English; Dutch is preferred).
- Proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of an EDMS is preferred.
- Working knowledge of cGMP is preferred.

Job offer

An exciting position in a dynamic fast-growing organization with an attractive remuneration package and opportunities for learning and development.



Application

Please send an email with your CV and motivation letter to our HR Manager: karen.storms@symeres.com.

For substantive questions, please contact our Director of Quality: chantal.rademaekers@symeres.com.

More information about the Symeres organization can be found on our website: www.symeres.com.

Acquisition based on this advertisement is not appreciated