

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With over 600 highly educated scientists 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 early clinical drug substance API. Making molecules matter. Together.

To increase our capacity, the Quality Management System (QMS) team at our Weert site is strengthening its team and is looking for an experienced 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.

Key job responsibilities:

- Management of the Electronic Document Management System, *i.e.* MasterControl.
- Further develop and improve the Electronic Document Management System.
- Sysadmin for the Electronic Document Management System (also for other Symeres sites).
- 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 standard operating procedures and work instructions.

Qualifications

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

Job offer

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

Application

Please send an email with your CV and motivation letter to: recruitment@symeres.com.

For substantive questions, please contact our Director 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.