VACANCY QA ASSISTANT

Ncardia is a stem cell drug discovery & development company operating worldwide with facilities and offices in Belgium, The Netherlands, Germany and the USA. The company is privately held and established following the merger of Pluriomics and Axiogenesis. Our goal is to be the supportive and trusted partner for scientists operating in the hiPSC drug discovery and development space including cardiovascular and neural safety and efficacy studies. For more information, please visit our website www.ncardia.com.

Job Description

The QA Assistant will be responsible for implementation, maintenance and optimization of the Quality Management System in support of all manufacturing related activities at Ncardia SA Belgium under supervision of QA manager.

Tasks and Responsibilities include (but are not limited to):

- Creation and implementation of documents and ensure proper practice by team members
- Control personnel training files and quality training program
- Support document control processes including archiving
- Review and approval of quality documents related to manufacturing
- Batch review and support in Batch release
- Initiate documentation and support actions regarding changes, non-conformities, complaints and CAPAs
- Initiate and participate in internal and external audits
- Evaluate audit findings and implement appropriate corrective actions
- Ensure the follow-up and approval of vendors according to the system
- Collect and evaluate Quality Performance indicators (KPI and Trend management)
- Give support for technology transfers

Education

- Bachelor Degree preferred (life science/biopharmaceutical related subject is highly desirable)
- Quality management assurance related certifications
Technical skills

- At least 1 year QA experience in a biopharmaceutical product or life-tech industry environment
- Knowledge of quality regulations and industry standards (theory and practice)
- Experience with ISO9001 regulations (ISO9001:2015 is a plus)

General skills

- Excellent knowledge of English both written and verbal
- Result orientated, accurate, precise and reliable
- Highly motivated, pro-active, autonomous and flexible
- Strong organization, planning and analytical skills
- Good communication skills and team-player
- Strong computer skills including Microsoft Office

Job location
Gosselies, Belgium

Start date
Immediately

Position type
Part-Time (0.6-0.8 FTE)

Contract type
6-month contract (Contract extension could be considered)

Interested?
Please send a motivation letter and a resume to manufacturing@ncardia.com