

# INTERNAL VACANCY

**Job title :** QA/RA Administrator (part-time, 7.5 hours per week)

**Location:** Cambridge

**Closing date :** Friday 9 March 2018

## Job Summary

- Responsible for the administration and management of the Quality Management Systems in the Cambridge laboratory to ensure the Company meets Quality and Regulatory compliance requirements
- Maintain the Quality Policy at both sites for the benefit of customers, suppliers and employees
- Support the QA/RA Director in emphasising the importance of quality throughout the organisation

## Main duties and responsibilities

- Responsibility for the administration of Q-Pulse for the Cambridge facility, including (but not limited to):
  - Oversight of the document management process
  - CAPA closure status and tracking of overdue CAPA actions
  - Site internal audit schedule to ensure adherence to the schedule and closure of resultant internal audit actions
- Facilitating the approval of the site Internal Audit schedule with the Laboratory Manager and the group QA/RA Director
- Responsibility for generating data for use in site KPIs and Management Reviews
- Reporting to the site management team on QMS performance and issues that require addressing
- Administration of complaints received by the laboratory
- Preparation for, and participation in Management Reviews
- Participation in third party and Notified Body audits
- Conducting internal audits as required by the site Internal Audit schedule
- Acting as the site quality representative in site meetings and promoting the importance of regulatory compliance and meeting customer needs

## Qualifications and experience required

- Previous experience of administering Quality Management systems in a clinical laboratory
- Ideally experience with the use of Q-Pulse
- Experience of the technical aspects of a clinical laboratory would be a distinct advantage
- Experience of ISO 15189: 2012
- Ideally trained as an Trained Internal Auditor
- Strong team player providing support, guidance and expertise in achieving regulatory compliance and customer satisfaction
- Strong verbal and written communication skills

Hours of Work	7.5 hours per week
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For further information or to apply for this vacancy please e-mail Wendy Karban, Group HR Manager,  
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