

## VACANCY

**Job title:** QA Document Controller

**Location:** Stokesley, IT-IS International

We are Novacyt, a rapidly growing diagnostics group specialising in infectious diseases. We have a number of successful brands and serve a large global customer base, from hospitals to large corporates. We're now looking for a QA Document Controller to join our team on a full-time basis working 37.5 hours per week.

### **Job Summary**

This role will be assisting in the maintenance of quality system documentation. Manage intake, handling and storage of quality documentation, ensuring seamless document access across departments. It will have active participation in quality system activities. A detail orientated mindset is essential, as is good communication and approachability.

### **Main duties and responsibilities**

- Filing and archiving relevant quality documentation, both hard copy and electronic documents
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents
- Assisting employees with accessing documents through our document management system during normal working times and during external audit.
- Support in the documentation of the NCR process
- Checking and editing documents for accuracy and compliance
- Ensuring documentation at the Stokesley site complies with the format of all documents at all Novacyt sites.
- Participation in QA activities and team meetings
- Perform other duties as required by the Quality Manager

### **Qualifications and experience required**

- Previous experience of controlling QMS documentation.
- Experience of working to GMP standards

### **The Benefits**

- Competitive salary
- 25 days' annual leave
- Ability to buy and sell annual leave
- Cycle to work scheme
- Refer a friend scheme
- Life assurance
- Private medical insurance
- Group pension scheme

It's an exciting time to join our team as we are making huge leaps in the fight against COVID-19 and have recently been awarded a Breakthrough of the Year award at the European Mediscience Awards 2020.

We are the best in the world at what we do. If you are looking to learn, grow and succeed as part of a passionate team who are eager to make a difference, we want to hear from you.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail [recruitment@novacyt.com](mailto:recruitment@novacyt.com)