

## VACANCY

**Job title:** QA Associate

**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.

IT-IS International is an agile diagnostic instrument development and manufacturing company, specialising in qPCR instruments in the life sciences and food industry, using our combined skills and experience to discover a fresh approach to challenging problems. As a result of the IT-IS International acquisition, Novacyt has become a specialist in both molecular diagnostic instruments and reagents, significantly increasing our manufacturing capability to manage the demand for the genesig q16 and q32 instruments.

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 responsible for ensuring our product and services meet the established standards of quality including reliability, usability and performance. This role will provide support to the Quality Manager for the implementation and maintenance of an ISO 13485 and ISO9001 quality management system.

### Main duties and responsibilities

- Responsible for document management systems
- Identify training needs and organise training interventions to meet quality standards
- Document internal audits and other quality assurance activities
- Investigate customer complaints and non-conformance issues
- Analyse data to identify areas for improvement in the quality system
- Develop, recommend and monitor corrective and preventive actions
- Prepare reports to communicate outcomes of quality activities
- Coordinate and support on-site audits conducted by external providers
- Monitor and support change control activities
- Monitor risk management activities
- Ensure ongoing compliance with quality and industry regulatory requirements

### Qualifications and experience required

- Understanding of GMP and GDocP - essential
- Experience of documentation control, change control, NC investigation and CAPA - essential
- Experience of internal auditing preferred but not essential
- Certifications such as Quality Auditor, Quality Engineer, Quality Improvement Associate, Six Sigma preferred but not essential
- Strong computer skills including Microsoft Office, QA applications and databases
- Knowledge of tools, concepts and methodologies of QA - essential
- Positive attitude, high attention to detail and highly organised
- Excellent communication skills - verbal and written
- Well versed in data collection, management and analysis
- Problem analysis, problem solving and decision making skills
- Customer service orientation
- Effective interaction with stakeholders
- An excellent team player

### **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 <a href="mailto:recruitment@novacyt.com">recruitment@novacyt.com</a>	
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