



Quality Officer

Purpose

The Quality Officer is responsible for ensuring that there is a focus on quality throughout all activities within Veramed. This role may be performed alongside other roles within Veramed.

Key Responsibilities

The tasks listed below outline the scope of this position. The application of these tasks may vary, based on current business needs.

- Quality Assurance:
 - Management of the Quality Management System, audit schedule and CAPA process
 - Review of all controlled documents related to quality (SOPs, policies, guidelines, forms)
 - Effectively monitor compliance to processes
 - Review of staff training records
 - Coordinate and attend internal and client audits
 - Responsible for updating the company and Management Team on quality related issues and initiatives
- Quality Improvement:
 - Empowered to promote good practice by challenging standards within the workplace and by suggesting areas for improvement.
 - Inspire and drive company to achieve and maintain quality values
 - Review of lesson learned meetings, customer concerns, issues and CAPAs for quality-related items and responsibility for coordinating any resulting training or process updates
- Training and Development
 - Development and coordination of training materials related to quality
 - Perform work in full compliance with applicable internal policies, procedures, processes and training

Minimum Qualification Requirements

- Training in a variety of GxP areas by external training MHRA/RQA
- At least 4 years of relevant QA experience, preferably within the life sciences sector

Other Information/ Additional Requirements

- Able to communicate effectively and influence across and within the organization
- Excellent written and verbal communication skills
- Excellent interpersonal and negotiation skills
- Able to communicate effectively and influence across and within the organization

Signature:	
Name:	
Date of signature:	