

# QA Compliance Specialist

Job ID  
REQ-10029772  
Nov 15, 2024  
USA

## About the Role

Key responsibilities:

- Support the development and oversight of robust quality systems at site level, including both implementation and operation.
- Lead the site level Quality Management Review (QMR) program including monitoring and reporting key performance indicators.
- Work with the management team to implement and execute the Inspection Readiness program, including Novartis Corporate Inspections and Global Health Authority Inspections.
- Facilitate training on all QA Compliance programs.
- Support management in implementing and maintaining the following programs: Training and Qualification, Quality Management Review (KPIs), Annual Product Quality Review (APQR), Compliance Alerts, Market Actions and Novartis Global document assessments required at the site level.
- Escalate high quality risks per procedure and support agency notifications such as Field Alerts.
- Support the continuous improvement and oversight of QA Compliance programs. Identify and implement new technologies to improve the compliance and efficiency of QS operations.
- Represent QA Compliance on project teams and in meetings.

Essential Requirements:

- B.S. degree, preferably in Life Sciences, chemistry or related relevant degree.
- 6 years of experience in a GMP Biopharmaceutical environment, including at least 2 years of experience in a Quality Assurance role. QA experience must include Data Integrity (ALCOA+) compliance.
- Experience supporting cGMP manufacturing operations through administration and enforcement of the Quality Management System.
- Working knowledge of cGMP/ICH/FDA/EU regulations and guidelines and experience in US and international regulatory agency inspections a plus.
- Excellent oral and written communication skills and technical writing experience.
- Proficient in using Microsoft applications (MS Word, MS Excel, MS PowerPoint).
- Experience reviewing systems and analyzing data to identify specific compliance and data consistency issues. Experience reviewing and/or authoring standard operating procedures.
- Ability to apply a phase appropriate, risk-based approach to QA operational decisions.

Desirable Requirements:

- Experience with radiopharmaceutical therapies
- Previous experience in QA Compliance including self-inspections

#LI-Onsite

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**Commitment to Diversity and Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

The pay range for this position at commencement of employment is expected to be between \$92,800 and \$139,200 per year; however, while salary ranges are effective from 1/1/24 through 12/31/24 fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

## Role Requirements

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Division

Operations

Business Unit

Innovative Medicines

Location

USA

Site

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

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