

# QA Operations Specialist

Job ID  
REQ-10029818  
Nov 18, 2024  
China

## About the Role

### Major Accountabilities

- ~ Vzdržuje veljavne standardne operativne postopke( SOP), dokumentacijo, ki je skladna z GxP, in evidence v sistemu za upravljanje kakovosti Novartis.
- ~ Zagotavlja celovitost vseh zapisov in podatkov sistema kakovosti, kot je ustrezno, in sodelovanje lastne ekipe z drugimi funkcijami in oddelki.
- ~ Zagotavlja ustrezno raven izobrazbe, znanje GxP.
- ~ Posodablja in vzdržuje ustrezne informacije v elektronskih sistemih (npr. Nadzor sprememb, dokumentacija, usposabljanje).
- ~ Spremljanje in spremljanje npr.
- ~ Podpira revizije kakovosti in inšpekcijski nadzor zdravstvenega organa.
- ~ Poročanje o tehničnih pritožbah / neželenih dogodkih / scenarijih posebnih primerov, povezanih z Novartis izdelki v roku 24 ur po prejemu
- ~ Distribucija vzorcev trženja (kjer je primerno)

### Key Performance Indicators

- ~Podpira vse dejavnosti GxP v oddelku za kakovost.
- Sistemi kakovosti/ procesi, vključno z dokumentacijo, meritve in spremljanjem ukrepov.
- ~Podpira vzpostavitev operativnih procesov kakovosti.
- Izvaja rutinske GxP skladnosti/ operativne dejavnosti v skladu s Novartis standardi kakovosti. Podpira kakovostne projekte in pobude.

### Work Experience

- ~QC/QA v farmacevtski industriji/biotehnologiji z nadzorom okolja in čistilnimi conami
- ~Funkcionalna širina
- ~Sodelovanje prek meja

### Skills

- ~Tehnološka inteligenca
- ~Qa (zagotavljanje kakovosti)
- ~Postopki dobre proizvodne prakse
- ~Standardi kakovosti

- ~Testiranje nadzora kakovosti (Qc)
- ~Odpravljanje dvoumnosti
- ~Samozavedanje
- ~Stalno učenje
- ~Tehnološko strokovno znanje

Language

Angleščina

## Role Requirements

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

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Division

Operations

Business Unit

Innovative Medicines

Location

China

Site

Changping County (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Quality

Job Type

Full time

Employment Type

Redni sodelavec

Shift Work

No

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