QUALITY ASSURANCE OFFICER

Number of Positions: 1

Job description

- Distribution and control of quality documentation.
- Update QA documentation, maintain quality logs and document registers.
- Participates in the self-inspection program to audit operational practices and staff for compliance with established documentation, policies and procedures.
- Perform training sessions on GMP/ Quality topics for company personnel
- Compilation/ review of periodical Product Quality Reviews.
- Report all findings related to quality deviations in a report and if required, in a way that all relevant parameters are traceable and easily understood.
- Assist in quality deviations and support the execution of corrective and preventative actions and related documents to ensure compliance is achieved and maintained.
- Liaise and support department managers in the implementation of CAPA identified from the findings related to deviation investigation
- Assist the immediate superior in problem solving exercises and other exercises aimed at improving quality and efficiency.
- Receipt, reporting of customer complaints and follow-up investigations with the manufacturer and the customer
- Analytical test methods and specifications regulatory compliance review.
- Review and distribution of the Product Approval Package (PAP).
- Review and approval of Printed Packaging Materials Artwork.
- Review and maintenance of (Item) Master Data in Oracle.
- Maintenance of Supplier audits and qualification system
- Verification and maintenance of suppliers/ customers certifications and licensing status.
- Review and maintenance of Business Partners Master Data in Oracle.
- Upkeep and maintenance of Quality Technical Agreements and Service Agreements.
- Oversees the manufacturers' change control program in relation to regulatory updates
- Review CAPAs to ensure all actions are implemented and adhered to for quality compliance. Oversees the CAPA Program to monitor the effectiveness of CAPA, as a means of continuous improvement.
- Reviews and process internal change requests. Participates in Change Control assessments, as required, and project meetings to ensure the compliant status of affected equipment/ systems/ processes is not compromised.
- To liaise effectively with other departments to ensure assigned validation exercises are conducted in a timely manner and in compliance with GMP.
- Ensure all new and existing equipment is assessed appropriately and validated for its intended use. Coordinates procedure/ process testing and provides reviews of audit trails.
- Ensure all software used for the generation of Good Manufacturing Practices (GMP) activities meets the standards required for data integrity compliance.
- Review of protocols and reports from other departments/ companies.
- Perform risk assessments to determine high risk equipment and determines appropriate corrective action.
- Upkeep and maintenance of local product Marketing Authorisations (pertaining to MAH: Aurobindo Pharma Malta).
- Participate in quality audits of Aurobindo and third-party API and finished dosage form manufacturing sites.
- Assist the Quality Assurance Manager during regulatory and customer audits.
- Carry out other duties as may reasonably be required.

Requirements

- Bachelor's degree in Pharmacy, Chemistry, Biology, or related scientific field.
- Minimum 1–3 years' experience in a pharmaceutical QA environment (preferred).
- Strong understanding of GMP, GDP, and regulatory guidelines (FDA, EMA, WHO).
- Excellent attention to detail and documentation skills.
- Strong analytical, problem-solving, and communication abilities.
- Ability to work independently and as part of a team.

Training provided

- Induction Training
- On the job training

Any assistance with accommodation/relocation

€ 500 Reallocation Allowance paid one time with 1st Salary.

Any other benefits

- Health Insurance
- Gym Benefits
- Hybrid system

Working conditions:

- Salary: 24,000 - 30,000 EUR per year

How will the interviews be held: Online

To apply:

Please send Letter + CV in English by email to eures.recruitment.jobsplus@gov.mt copia a pcpmixto.eures@sepe.es quoting the name of the vacancy Jobplus ***Quality Assurance Officer*** and the vacancy **reference 455085** in the covering email.

AYUDAS EURES A LA MOVILIDAD LABORAL:

Infórmate de las ayudas económicas para acudir a la entrevista, y/o para el posterior traslado al país de destino si resultas contratado. Requisitos y trámites a seguir en:

Planes Específicos de Movilidad de EURES en los que participa España (Targeted Mobility Scheme - TMS) https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/empleo-europa/tu-primer-empleo-eures.html

Para más información contacta con el/la Consejero/a EURES de tu provincia: https://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html