Quality Assurance Manager or Assistant Quality Assurance (m/f/d)

VPM is a development consulting firm for the biopharmaceutical industry. Unique about us is that VPM began as a project management organisation, successfully developing and out-licensing three out of five proprietary products sourced from academic laboratories. VPM now offers consulting and services for the entire product development value chain.

We live product development - transforming ground-breaking ideas into life-saving medication.

We belong to Serum Institute of India Pvt. Ltd., the world’s largest vaccine manufacturer. Together, we bring lifesaving medication to the market. Two out of three children worldwide are vaccinated at least once with a vaccine from Serum Institute.

VPM is searching for a Quality Assurance Manager or Assistant Quality Assurance to support the maintenance of the internal Quality Management System (QMS). VPM operates in the regulatory framework of ICH, the European Union and Germany. Therefore, VPM’s QMS implements the infrastructure and interfaces in the relevant GxP areas within the scope of Standard Operating Procedures (SOP) and other procedural documents.

To support our Quality Assurance Team, we are looking for a

QUALITY ASSURANCE MANAGER

or

ASSISTANT QUALITY ASSURANCE

at the earliest opportunity (full time employment).

Job Profile:

- (Assist to) Quality Assurance (QA)/ Maintenance of QMS in the field of GxP and ISO
- Administration and filing of QA relevant documentation
- Support to maintenance of VPM’s electronic Document Management System (DMS)
- Performance of quality reviews on quality documents and clinical trial specific documents
- Create, maintain, and revise departmental quality documents (SOPs, Templates etc.)
- Coordinate, conduct and track GCP training of new and existing staff
- Organization and maintenance of VPM’s archive
- (Assist to) preparation of meetings, audits, and reports
- (Assist to) preparation of audit reports, communication of findings and recommendations and evaluation of the adequacy and completeness of corrective and preventive action plans
- (Assist to) change control procedures and issue management
- Preparation of presentations
- Close collaboration with project management
- Be part of national and international teamwork
Requirements:

- Master’s or bachelor’s degree as medical documentarist/medical information manager or comparable qualification
- Demonstrated Quality Management System experience (GCP specific experience preferred)
- Profound knowledge of current GxP regulations and best practices
- Demonstrated Issue Management and CAPA experience in a clinical environment
- Excellent written/oral communication skills in English and German and interpersonal skills
- Attention to detail with an ability to detect and correct errors in various types of documents
- Knowledge in Microsoft Office applications, Adobe
- Excellent self-organization skills
- Experienced in working with EDC, eTMF, document management systems

What we offer:

- **Contribute** to our mission to provide life-saving and affordable medication for the entire globe
- **Participate** in a diverse, international, experienced and highly motivated team that values common goals and supportive working environment
- **Benefit** from our extensive on-boarding process with targeted training and support by personal mentoring
- **Develop** yourself and your career within the company with external and internal trainings
- **Enjoy** a competitive salary and non-monetary incentives

Contact details

Vakzine Projekt Management GmbH
Dr. Christiane Meller, DirQA; Dr. Steffi Hansen, DirQA
Mellendorfer Str. 9
30625 Hannover
+49 (511) 1699080
application@vakzine-manager.de