NOVADIP-BIOSCIENCES is an innovative biotech company, based in the Walloon Region (Mont-Saint-Guibert), with a strong expertise in the development of novel regenerative medicines. This human-sized structure is a leader in first-in-class treatments for bone defects and bone diseases. If you are sharing our vision of developing life-improving and life-saving products and if you are looking for new challenges amongst a dynamic and innovative team, consider collaboration with our fast growing company.

In order to support this challenging development, NOVADIP-BIOSCIENCES is actively looking for:

**QA Support (m/f)**

**Your responsibilities**

- Monitoring strict application of cGMP, GCP and GLP standards during each production stage and analysis of batches of investigational medicinal products
- Managing specifications, work instructions and other Novadip quality system documents
- Managing the compound library in conjunction with QC and QP for raw materials, intermediate products, finished products and packaging articles
- Assisting with monitoring MFTs regarding document control and approval, assisting the aseptic team when carrying out MFTs
- Fully independent review of production batch dossiers and quality control data
- Monitoring the archiving and traceability of all quality system documents, if applicable with the assistance of the secretary’s office
- Monitoring and approving storage conditions for products, materials and consumables
- Assisting with the control and approval of analysis certificates
- Assisting with monitoring storage conditions and allocating clinical batch numbers
- Assisting with control of production procedures and quality control
- Drafting, reviewing, checking and approving general production procedures, QC and QA and creation of Tissues.
- Control and monitoring with the QA department of deviations, OOS and CAPA, complaints and changes
- Ensuring the monitoring of Novadip staff training, as well as their job descriptions
- Managing internal audits: planning, drafting the audit plan, conducting audits, drafting reports and ensuring the monitoring of CAPA
- Managing the external dissemination of Novadip documents
- Ensuring the implementation and application of CAPA, following up all types of event (OOS, audits, changes, etc.)
- Assisting with the review of equipment maintenance and calibration
- Reporting all major events directly to the QA manager
Your profile

- Holding a Pharmacy diploma with specialisation in Industrial Pharmacy.
- Having held a position as a “Qualified Person” is a plus.
- Knowledge of GMP with at least 2 years’ experience in business (pharmaceutical firm or in a similar field such as biotechnology), knowledge of work in aseptic practice is a bonus.
- Knowledge of any other quality system reference is a bonus.
- Knowledge of basic IT tools.
- Very good knowledge of French (written and spoken), good knowledge of English (written and spoken).
- Conscientiousness and respect for procedures, an analytical mind.
- Excellent communication skills.

Offer

- Full-time work in a rapidly growing company.
- Work in a human, dynamic and respectful professional environment.
- An attractive salary package with many advantages.

Interested?

Please send your CV to careers@novadip.com. Your application and related information will remain strictly confidential.