

# QA Operations Specialist

Job ID  
REQ-10029818  
Nov 29, 2024  
China

## Summary

~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.

## 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

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### 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
- ~Samoavedanje
- ~Stalno učenje
- ~Tehnološko strokovno znanje

## Language

Angleščina

**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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