Document Control Manager

Zug Area, Switzerland

We have a brand new, exclusive opportunity to join a global medical device manufacturer in the Zug area. As the leader in their field, their reputation precedes them, so you can be assured that you are joining a company that is truly passionate about what they do. With their products sold worldwide they welcome people from all over the globe creating a diverse and multicultural company.

This is a fantastic opportunity to have full responsibility and autonomy over the entire document control process. As the subject matter expert you will be responsible for ensuring compliance to regulatory requirements and the internal QMS. Reporting directly to the Director of Quality, you will also support key stakeholders regarding document control.

As Document Control Manager you will:

- Ensure the document control process complies to relevant regulatory requirements as well as the internal Quality Management System
- Review, update, upload, remove documentation where applicable to maintain a high standard of documentation record and prevent unintended use of obsolete documentation
- Cross-functionally collaborate with other departments to ensure all documents have been reviewed and approved by the original sources
- Prepare and deliver training on good process practise and document control
- Support the implementation and maintenance of the e-QMS
- And more...

For the Document Control Manager, we are looking for:

- 2+ years of experience in a Quality OR Regulatory function within the medical device industry
- 2+ years of experience performing document control activities and QMS within the medical device industry (ISO 13485)
- Good written and spoken English communication skills

If you are looking for your next career step and for an opportunity to learn, ensure you apply today to find out more about this unique opportunity.

Please contact Kristina Huntley on kristina@elemed.eu
by sending through your full application to this address.