QUALITY COORDINATION SPECIALIST

ZURICH OR HOME OFFICE, SWITZERLAND

THE COMPANY

Join a well established, growing company designing, developing and producing a novel Class III active implantable medical device that changes the lives of patients. This is a fast paced, highly dynamic company in the midst of really interesting work: transitioning from AIMDD to MDR, working on a new indication for their device, and approaching the North American market.
To further support the growth of their Regulatory and Quality division, the company has released an exciting and new position for a Quality Coordination Specialist. This is a great role to fully support the company with a helicopter view of all quality documentation related activities!

THE ROLE

As a Quality Coordination Specialist, you will support the development, maintaining and improvement of the QMS related documents. This is an exciting role because you will have the chance to work closely with the engineering department, manufacturing, Clinical and Regulatory Affairs experts to ensure an effective coordination of the Quality related processes and documents.

ACTIVITIES

- Responsible for the accurate coordination of Change Orders, NCMRs and Process Deviations within the QMS
- Help the site qualification process of suppliers
- Assist annual suppliers performance reviews
- Support the coordination of CAPAs
- Participate to the preparation and update of the respective KPIs and management reports
- Help incoming and in-process inspections
- Support preventive calibration and maintenance activities
- Assist the coordination of Returned Material (RMA) for complaint handling

QUALITY SPECIALIST COORDINATOR

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WHY THIS COMPANY?

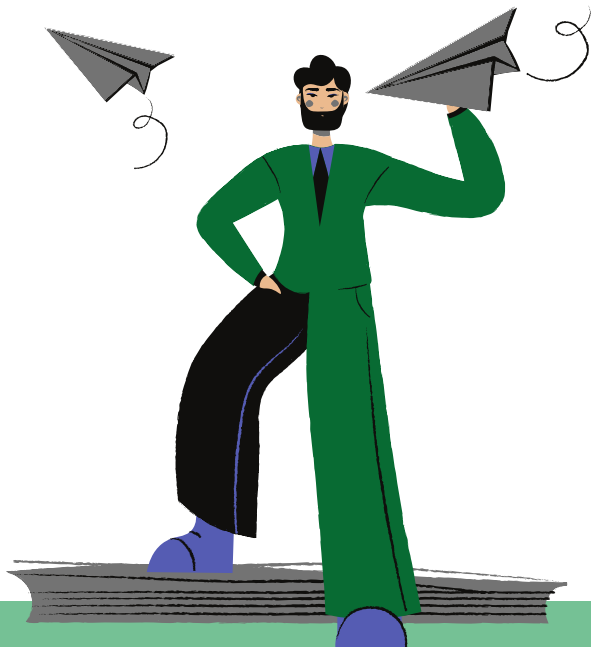
This is a great opportunity to join a close knit team with one vision, surrounded by other senior experts in their field. You can be sure that no two days will be the same!
You'll enjoy a wide variety of responsibilities covering various elements of Quality.

REQUIREMENTS:

- You have a minimal 2 years of demonstrated ability in Quality Management and/or Assurance in the Medical Device industry.
- Hands-on experience with ISO 13485.
- Strong written and verbal communication skills in English
- Ability to drive activities forward while maintaining details and accuracy
- Ability to multitask and connect dots (ensure dependencies are considered)

INTERESTED TO EXPLORE THIS FURTHER?

Please send your CV to monia@elemed.eu to arrange a confidential career discussion.



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GET IN TOUCH WITH MONIA AT MONIA@ELEMED.EU