



## PR/086990 | Quality Assurance Assistant - Pharmaceutical (m / f / d)

### Job Information

**Recruiter**
[JAC Recruitment Germany](#)
**Job ID**

1541291

**Industry**

Pharmaceutical

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 10:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and Job Overview

This company is dedicated to researching and developing drugs for rare diseases. It aims to provide top-quality medications to improve patients' health and quality of life. As a leading entity in the orphan drug market, the company partners with major pharmaceutical wholesalers to ensure an efficient distribution network.

#### Job Responsibilities

- Quality Representation and Audit Preparation:
  - Support the company in all quality-related matters and prepare for audits by competent authorities (e.g., BfArM, UK MHRA) to ensure conformity.
- Document and Procedure Management:
  - Manage and update the company document system and management manual, and coordinate the definition

and distribution of company procedures.

- Quality System Audits and Evaluations:
  - Plan and supervise quality system audits, evaluate necessary corrective actions (CAPA), and assess audit results and non-conformities.
- Training and Technical Assistance:
  - Provide training on quality system issues and methodologies, offer technical expertise to other company functions and projects, and implement necessary training programs.

### **Job Requirements**

- Capable of handling multiple tasks simultaneously.  
Proficient in English at a business level (reading, writing, and speaking).  
Experience in creating manuals and procedures is a plus.

### **Benefits**

- Opportunities to gain diverse experiences.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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### **Company Description**