CR/096140 | Compliance & Quality Executive

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1563189

Industry
Pharmaceutical

Job Type
Contract

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
October 28th, 2025 10:34

General Requirements

Career Level
Mid Career

Minimum English Level
None

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is a leading provider of scientific and medical equipment, offering innovative solutions across the agriculture, biomedical, pharmaceutical, healthcare, and life sciences sectors.

Work Location: 196 Pandan Loop, Pantech Business Hub, Singapore 128384

Working hours: Monday to Friday: 9.00 A.M. to 6.00 P.M

JOB RESPONSIBILITIES

Compliance

- Support in implementing PHC's compliance program.
- Develop and establish company rules and policies, including the Delegation of Authority (DOA), while maintaining up to date documents.
- Maintain and update PHC Group Rules in the SciMed database.
- Coordinate, schedule, and conduct required compliance orientation and training for employees
- Manage Legal Regulatory Quality documents database, including reviewing contracts, agreements, and other legal documents and Track expiration dates and reminder notification to relevant stakes.
- Support in other compliance and legal related tasks and closely work with Dentons
- Manage and store regulatory-related documents, ensuring they are up-to-date and easily retrievable.
- Assist to coordinate with regulatory authority to ensure all documentation meets regulatory requirements for registration/submission.
- Oversee the preparation, maintenance, and accuracy of ISM & Export Control documentation and coordinate the auditing process to ensure compliance.

Quality

- Maintain and update the document control system to ensure all quality-related documents are easily accessible, properly categorized, and up to date.
- Review and update ISO & GDPMDS documents when necessary and maintain records.
- Coordinate with cross functional teams to Review and ensure all documents, including SOPs, work instructions, manuals, and forms, meet regulatory and company standards
- Handle quality related matters such as non-conformances, customer complaints, change notification and need to communicate with customers
- Support Management Representative in preparation for internal and external audit and implements corrective actions based on audit findings.
- Handle customer or supplier related enquiries, questionnaire and etc.
- Handle customer audit
- Ensure proper archiving and retention of quality records as per regulatory requirements.
- Provide ongoing support to employees regarding document-related queries and issues.

JOB REQUIREMENTS

- Diploma or additional relevant qualifications in Life Sciences, Biomedical or any other related discipline
- Minimum 1 year experience in performing a similar job field
- Knowledge of Quality standards (ISO9001, GDP or any other equivalent standards)
- Experience in quality document control.
- Proficient in Microsoft 365 (Word, Excel, Power Point)

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

Company Description