# **U** NOVARTIS

## Senior QA Operations Specialist, RLT CN

Job ID REQ-10030206 Nov 17, 2024 China

#### About the Role

Key Responsibilities

- Local SOP initiation. Documentation Management and archiving.
- Training management and compliance tracking
- Support validation activities. CAPA management and follow up. Batch Record review
- Collaboration in GxP audits/inspections. Oversight of Quality Operations
- QA Operational Excellence. Complete other tasks be assigned by line manager
- Promote and improve the Safety and Quality cultures, by implementing the necessary systems and actions in line with the evolution of the project
- Ensure overall inspection readiness for area of responsibility.
- Guarantee the effectiveness of the Business Continuity Plan
- Being part of the project crisis management team and depending on skills, expertise and experience can be appointed to one of the NEM roles (Novartis Emergency Management). By delegation of the project Manager may be required to take decisions and take the necessary actions, in particular within the framework of the on-call management system.
- Responsible for participating in initial training and retraining. HSE incidents reporting & action follow-up

**Essential Requirements:** 

- Minimum: 5-8 years' experience in the field of Quality Assurance and
- Sterility Product Manufacturing in a pharmaceutical industry environment or equivalent
- Sufficient experience on audit and inspection preparation and management
- Deeply understanding on cGMP .
- University degree in Pharmacy, Engineering, Chemistry, Biotechnology or equivalent
- Fluent (oral and written) in English; local language desired
- Knowledgeable on GMP Quality Assurance and Manufacturing Process/Product Expertise. Expertise in GxP operations
- Audit Management; Health Authorities; Technical Launch and Transfer. Risk Management. Collaboration; result-oriented. Advanced communication skills;

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Accessibility and Accommodation:

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to <u>diversityandincl.china@novartis.com</u> and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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#### **Role Requirements**

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Division Operations **Business Unit** Innovative Medicines Location China Site Haiyan (Zhejiang Province) Company / Legal Entity CN27 (FCRS = CN027) Novartis Pharmaceutical Technology Zhejiang Co., Ltd. **Functional Area** Quality Job Type Full time **Employment Type** Regular Shift Work

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