



Quality Assurance Officer

Location: Merelbeke, Belgium

Job description

Ziphius Vaccines is a pharmaceutical company that focusses on the development of RNA-based vaccines and therapeutics. As a QA Officer, you will be providing general and administrative support to the QA Manager. You will be working in a young and dynamic environment where collaboration and teamwork are encouraged.

You will be responsible for:

- Supporting continuous improvements in the Quality Management System (QMS)
- Facilitating the process of creating, reviewing, and archiving Standard Operating Procedures (SOPs), Batch Records, Work Instructions, Protocols, Reports, etc
- Providing Support in QA related training
- Supporting the maintenance and timely calibration of laboratory equipment
- Ensuring current versions of controlled documents are readily available to site personnel
- Providing support in the establishment and maintenance of a work environment with a focus on quality that fosters learning, respect, open communication, collaboration, integration, and teamwork
- Assisting in audits
- Assist in the follow up of events and CAPAs
- Working collaboratively with the Research, Development, and CMC Department.
- Proactively identifying risks within the QMS and supporting the development of action plans to address and drive continuous improvement

Preferred qualifications

- A master's degree in pharmacy, biomedical sciences, or any other scientific degree that allows you to fulfill the above-mentioned tasks
- Juniors are welcome; 1-2 years QA experience within a pharmaceutical/biotech environment will be considered as a plus
- Willingness to learn is a must
- Strong administrative skills, and the ability to generate clear, concise reports
- Experience with QA at the interface of R&D and GMP is a plus
- Ability to prioritize work, take initiative when required and to work quickly and accurately
- Clear communication skills
- Fluent in English, both written and verbally
- Great interpersonal skills, a team player, but equally comfortable working independently
- Ability to work in a fast-paced, small company environment.

What we have to offer

The position is full-time. We offer you a challenging career in a dynamic and fast-growing company, including opportunities for strong personal development within a multidisciplinary environment. We offer a market-compliant salary, including an attractive package of fringe benefits. Besides an interesting job, we pay attention to a pleasant working environment and a healthy work-life balance (f.ex. 12 ADV days on top of the 20 legal days off, sliding hours, free fruit, sports classes).

Why Ziphius Vaccines?

Ziphius Vaccines' team consists of a well-balanced, diverse group of people with complementary skills. The team members are united by their common passion for health care and entrepreneurship. Ziphius has a culture of creativity and innovation, supported by its values that include Transparency, Respect, Courage and Integrity.

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A CV as well as a motivation letter can be forwarded by email to HR@ziphius.org.