

Quality Assurance Specialist – Document Control (w/m)



for our site in Cornu, Prahova County

With a planned turnover of around EUR 760 million in the current financial year, the Aenova Group is one of the leading companies in the global pharmaceutical and healthcare industry.

The group's portfolio of services covers the entire value chain for the development and production of all the main dosage forms and product groups in the field of medicines and dietary supplements. The Aenova Group's high standards of quality, innovative technologies and clear vision for the future have enabled it to become European market leader in the business-to-business field. The company, which has its headquarters near Munich, operates 27 sites in eleven countries throughout the world. More than 4400 employees contribute to the group's success.

Key responsibilities

- Recognizes and respects the requirements of the „Document Control“ process (keeps track of the procedures in place and completes the dissemination lists of approved procedures, archives procedures that are out of date);
- Knows and complies with HACCP provisions, system procedures and specific operational procedures;
- Responsible for monitoring production requirements (organizes microbiological monitoring of surfaces and air together with the service provider, verifies and records the results of microbiological analyzes);
- Fills up questionnaires from customers or authorities.

Position requirements

- University Degree – Chemistry, Pharmacy, Bio-chemistry
- Professional work experience for food production – 1 years, at least
Represents an advantage: experience in a Pharmaceutical Company, food or chemical production
- English language – advanced level (written and spoken)
- Excellent handling of MS office applications (Word/Excel/Power Point)
- Abilities: good communication skills, team spirit, proactive attitude, attention of details, well organized

We offer a growth-oriented, dynamic and international environment, which offers challenging tasks across the sites as well as active participation opportunities. If these tasks in a future-proof corporate group attract you, then we would like to get in touch with you.

Interested?

Please send us your application by email at hr.romania@aenova-group.com specifying your desired salary, notice time and **reference code COR-2016.011**. In case of questions feel free to contact HR department, at 0040 244 306 700.

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