

Selectchemie Bulgaria or Turkey
Work place: Sofia, Bulgaria or Istanbul, Turkey

QA Manager (Full time)

About Selectchemie AG

Selectchemie is an independent Swiss company serving the pharmaceutical and nutrition industry since 1969 as a premier supplier of high-quality ingredients and generic finished dosage forms. As a full-service provider we create added value by offering comprehensive technical, scientific, regulatory and commercial support all along the value chain. Worldwide, our 120 experienced professionals with commercial and scientific background, based at the headquarters in Zurich, Switzerland and locations in 18 countries, provide customers, principals and suppliers with solutions tailored to their needs.

Join our Quality team

The health and safety team within the Quality Management & Regulatory Affairs department ensures the global GDP compliance of our processes. We maintain the quality management system in accordance with the guidelines and train our employees worldwide according to our internal standards. As our new **Quality Manager**, you'll take a hands-on role in strengthening and evolving our quality assurance system. You'll work closely with internal teams and external partners to keep our processes fully GMP and GDP compliant — from SOPs and CAPAs to audits and training. If you enjoy turning complex requirements into efficient, practical routines, you'll fit right in with our quality team.

Your tasks and responsibilities

- Continuous improvement and further development of the quality assurance system
- Creation, editing and review of operating procedures and other GMP/GDP-relevant documents
- Processing of deviations, CAPA management
- Technical support of the purchasing and sales department
- Collaboration in planning, preparation and execution of audits
- Collaboration in maintaining document management system (internal, customers and service providers)
- Collaboration in the planning, preparation and implementation of staff training courses
- Support in reporting management review and management information meeting

Your profile

- Degree from a university or equivalent institution of higher education in chemistry, pharmacy, food chemistry or comparable scientific degree
- At least 3 years of professional experience in quality assurance. Experience in quality control or manufacturing of active pharmaceutical ingredients or medicinal products is an advantage.
- Good knowledge of regulatory requirements in the GMP and GDP area
- Strong ability to grasp and design complex processes
- Assertiveness and a certain "stubbornness"
- Very good teamwork, communication and coordination skills
- Good IT skills, experience with a document management system desirable, with an ERP system an advantage

- English and German are a must, other languages of advantage
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What's in for you?

- Entrepreneurial position in a dynamic globally acting team
 - Your input is key and you're part of creating our future success
 - Close cooperation with colleagues across the entire hierarchy within Selectchemie
 - Short decision processes
 - Attractive compensation package
 - Up to 40% home office
 - Flexible working hours
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