

Position:	Assistant RP and QA Officer
Hours:	37 (09:00 - 17:30 Mon – Thurs 09:00 – 17:00 Fri)
Base Salary:	£50,000 - £55,000
Benefits:	Private Health Insurance * Life Assurance * Contributory Pension Scheme
Location:	Egham, Surrey, UK, (M25, J11/J13, Surrey/Middlesex borders).

About Us

Essential Pharma is part of a larger group of companies whose aim is to ensure the sustainable supply of low volume, difficult to manufacture but clinically well-established pharmaceutical products to patients who need them. These branded and generic medicines form an essential part of the pharmacopeia. We operate in over 20 countries, including in the UK, EU, Asia and New Zealand, supplying a portfolio of over 150 essential therapies across 9 therapeutic areas. Our products are manufactured to the highest regulatory standards at 8 sites in the EU and 2 sites in the USA.

The Role

As our Assistant Responsible Person and Quality Assurance Officer you will help reduce our dependency on third parties for the QA/RP functions, you will also help to maintain the high stand of efficiency across the QA and RP functions.

Key Duties and Responsibilities

Your main tasks and responsibilities will include, but are not limited to:

- Ensure continuous cover of day-to-day activities, tasks, and enquiries
- Proactively ensure that the Company is in a permanent state of inspection-readiness
- Support the RP/RPi and Director QA with all functions needed for the smooth running of such departments.
- Ensure that an adequate Quality System is established and maintained, including change control, deviations, risk assessments and CAPA
- Change controls - raise, log, review, follow up on completion, ensure completion dates are adhered to including effectiveness checks
- Deviations & CAPAs - raise, log, review, follow up on completion including effectiveness checks for CAPAs
- Provide backup delegated duties to the RPi when on annual leave
- RPi checks - assist the RPi with the initial checks and creating the documents. Only sign the final release document and release batches when RPi person is on annual leave or sick providing that the request is urgent. RPi person to countersign upon return
- Self-inspection - assist the RP to conduct self-inspections and creating the documents
- Ensure that adequate records are maintained
- Returns - assist in collecting the information/documents. Only decide on the fate of a return when the RP is on annual leave or sick providing that the request is urgent. RP to countersign upon return
- Recalls - assist the RP with the recall process, including mock recalls
- Customer, Supplier and Subcontractor bona fides - ensure initial and periodic qualifications are undertaken
- Ensure monthly checks of terminated MHRA list and GDP/GMP non-compliance EUDRAGMDP & MHRAGMDP. Ensure checks for suspended, revoked, cancelled and terminated licenses are carried out

- Perform monthly checks of invoices from subcontracted distributors and internal purchase order checks
- Annual reviewing of partners - assist in carrying out annual reviews
- Risk Management - raise and ensure quality risks are captured
- Complaints - monitor (Quality and Distribution) by ensuring that the relevant departments are logging, updating and completing compliantly
- Trending - assist in performing trends for distribution complaints, product complaints (internal and external), deviations and returns
- Deal with waste uplift and destruction of samples
- Any other tasks deemed necessary by the manager/company

Your Profile

You will have:

Qualifications

- Life Science Degree; including Pharmacy, Chemistry or other Equivalent qualification

Experience

- Previous experience in equivalent roles, such as a pharmaceutical quality assurance role within a wholesaler or manufacturing setting
- Understanding of GxP such as GDP, GMP
- Experience of having carried out, or been exposed to, the key activities/responsibilities listed above

Competencies

- Strong Agile thinker who can adapt to situations in a dynamic, improving environment
- Problem solver who can work through complex issues and offer creatively compliant solutions
- Candidate must demonstrate a growth mindset and willingness to learn
- Must demonstrate integrity and high ethical standards
- Previous demonstration of working effectively as part of team with strong collaboration
- Demonstrates a willingness to achieve goals together and respect the view of others
- Results orientated with a can-do mentality, and accountable for own actions

To apply

Please send your CV to careers@essentialpharmagroup.com along with your current salary and salary expectations.