

## QUALITY ASSURANCE ASSISTANT

Fin-ceramica Faenza spa, company ([www.finceramica.it](http://www.finceramica.it))

For its AQ department, Fin-ceramica Faenza spa is looking for a Quality Assurance Assistant that will report directly to the AQ Manager.

### Main tasks:

- Write and review of the Quality Management System documentation;
- Control and treatment of deviations, complaints;
- Assistance for change requests coordination;
- Assistance for internal audits and for supplier inspections;
- Assistance for supplier qualification and monitoring;
- Quality indicators record and analysis;
- Assistance for process and computer system validation.

### Professional training and experience:

- Knowledge and application of GMP;
- Good knowledge and application of UNI EN ISO 13485 standard;
- Good knowledge of UNI EN ISO 9001 standard;
- Intermediate level of English language (understanding and writing);
- Good ability for the use of Microsoft Office tools (in particular Word, Excel and PowerPoint);
- Technical-scientific-engineering or equivalent degree.

### Skills:

- To relate across all company functions, strong communication and organizational skills and good flexibility are required
- The role requires absolute precision and attention to details

### Other

A fixed-term contract of 12 months is offering, classification and salary are based on role and candidate.

To have 1 or 2 year experience in the medical device sector is preferable.

Workplace: Faenza (RA)