

## **POSITION DESCRIPTION**

<b>Position Title:</b>	Senior Executive / Assistant Manager-Quality Assurance
<b>Location:</b>	Cuddalore
<b>Reporting to:</b>	Director -Operations
<b>Function:</b>	
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Will be heading our Quality assurance dept, shall be responsible for implementation of Quality Management systems, like reviewing / approving of SOPs, creation / Implementation of SOP related to QA assurance dept, review, approval and issue, control of BMRs.</li><li>• Review of batch quality and BMR compliances.</li><li>• Approval and release of batches.</li><li>• Review &amp; approval of investigations on batch deviations, out of specification (OOS) Batches, ensuring the effective implementation of CAPA.</li><li>• Review and approval of RM quality data, vendor audits, vendor approvals, new RM approval, safe custody of documents as per regulatory requirements.</li><li>• Ensuring operating/maintenance people trained on the relevant manufacturing activities.</li><li>• Co-ordination of audit by customers, regulatory agencies. Ensuring all the regulatory retirements are met 100 %, and all the audit commitments are effectively implemented in time. Preventing recurrences of deviations and OOS etc.</li><li>• Knowledge about implementing the Quality, Environmental and Safety management systems (ISO 9000,14000, OHSAS18000).</li></ul>
<b>Educational &amp; Training Requirements:</b>	M.Sc. Organic Chemistry
<b>Knowledge, Experience and Skills:</b>	<ul style="list-style-type: none"><li>* 7-8 years' experience in Quality Assurance profile in the Pharmaceutical, Pesticide, Chemical industries.</li><li>* Good team working person, with effective written and oral communication skills, also should be good at emotional intelligence.</li><li>* Should be good at English, good fluency in Tamil / Hindi would be an added advantage.</li><li>* ISO 14001:2004 and OHSAS 18001</li></ul>