

Job Description – Encap Drug Delivery

Title: QA Administration Assistant (Maternity Cover)

Reports to: Quality Assurance Manager

Based at: Livingston, Scotland

Salary Range: £DOE

About Encap Drug Delivery

Encap is an expanding international drug delivery company that develops innovative drug delivery solutions using its platform of proprietary technologies. Since its foundation in 1989, the company has evolved into a global player in the development and application of both traditional and novel drug encapsulation technologies that are supported by modern and commercial scale manufacturing facilities.

Our Mission is to provide be the world's leading liquid fill capsule company; providing clients with high quality, cost effective Development, Clinical and Commercial Manufacturing Services.

Reporting to the QA Manager this role is responsible for providing administrative support to the QA Department. The ideal candidate will therefore have a background in clerical QA and document control.

Job Purpose:

To provide clerical support and other duties (detailed below) in support of the QA Department.

Key responsibilities and accountabilities:

1. Execution and maintenance of existing QA systems
2. Issue of batch documentation for each GMP product produced
3. Distribution and update of SOP files
4. Control and archiving of superseded and current master batch and master SOP documents
5. Assist with audits and follow up of actions arising from them
6. Implementation and routine review of process change controls
7. Involvement with investigation and review of deviation reports
8. Support the implementation of the vendor approval system

Person Profile: QA Administration Assistant

Personality:

Results oriented with a positive outlook and clear focus on high quality output: Reliable, tolerant and dependable: Comfortable dealing with senior managers, clients and customers: Enjoy working in a fast, stimulating environment. Goal-oriented: Willing to

learn from others: Good written and verbal communication skills and has an excellent telephone manner. Able to get on with others and be a team player, but is equally comfortable working independently. Pays attention to detail.

Personal Situation

Able to work extended hours should that be required.

Specific Job Skills:

Required:

- Experience of working in an administrative role within a regulated environment
- Experience of document control
- Experience in reception duties
- Able to communicate well via written media

Desired:

- Experience of clerical QA within a GMP environment would be an advantage
- Experience of general office duties ie photocopying, faxing, filing, scanning, binding

Computer skills: Must be adept in use of MS Office, particularly Excel and Word, Outlook and internet

Literacy and Numeracy: Must be competent in generating documents both for internal use and for customers/clients. Must be numerate.

Business Presentation Skills: Must be a good communicator.

Remuneration Package:

Basic Salary: £DOE

Private Medical Insurance

Contributory pension scheme

Life Insurance

Contact Information

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