

Job Vacancy for Regulatory & QA Officer

Written by sekretariat
Friday, 12 April 2013 12:41 -

Novindo Group , an Animal Health company looking for dedicated and dynamic individual to join our team as:

Regulatory & QA Officer

Under The BDL & Regulatory Manager supervisions, the main job responsibilities on Registration and Quality Assurance are :

MAJOR ACCOUNTABILITIES

REGULATORY :

- To provide a high quality and confidential service
- Maintain and up-date the registration data base
- Process registration, and deal with registration queries at the authorities

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- Maintain correspondence files and ensure that they are kept safe
- Communication with suppliers relating to the registration requirements
- Cooperates with PIICs in other Departments for related registration data requirement and provide necessary supports

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QUALITY ASSURANCE :

- To review and get further approval for quality documentation
- To prepare and complete product quality review, and ensure compliance with product specification and regulatory requirement
- To review and approve batch manufacturing documentation within agreed timelines to support product release
- To ensure implementation of QA processes according to the SOP
- Cooperates with PICs in other Departments for related QA matters , and provide necessary supports

REQUIREMENTS & QUALIFICATIONS

- Must be a Veterinarian or Pharmacist
- Minimum has 2 years experience on similar position (RO or QA, or both experiences would be more beneficial)
- High proficiency in computer literacy
- Fluent (oral & writing) in English.
- Capability to manage multiple demands and competing priorities.
- Team player, willing to work under tight deadline and under minimum supervision.
- Analytical and problem-solving skills.

SEND APPLICATION & DEADLINE

- Deadline not later than 30 April 2013
- Please submit resume along with photo to below office address, or
- Send via email use format Pdf or Words with max file size 100kb

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Please send your application, CV and recent photograph to :

PT. NOVINDO AGRITECH HUTAMA

Duta Mas Fatmawati Blok A1/39. Jl. R.S Fatmawati No. 39 Cipete Utara

Kebayoran Baru, Jakarta Selatan 12150. Indonesia, or

Email: titin.surya@novindo.co.id

Visit us at <http://www.novindo.co.id> for more information.

Thank you for your interest

Download info: <https://docs.google.com/file/d/0B5pgXQoM3ueuTXVTVMh6NFBEEtQ/edit?usp=sharing>