

To support its operations, BioNotus is currently looking for a

## QA assistant (50%) – 20200128\_QAa50\_v1

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### Responsibilities

- Assist the quality assurance (QA) manager in designing, developing and **implementing a Quality management system (QMS)** at BioNotus while persuing compliance with target quality regulations.
- Assist the QA manager in **proactively safeguarding** the required **performance** of the BioNotus **QMS**.
- Provide efficient and tailored **guidance to bioanalytical scientists** with conducting bioanalytical procedures in line with **quality regulations and procedures**.
- Provide guidance to bioanalytical scientists and the CSO in writing, reviewing and updating **Standard Operating Procedures (SOP's)** and manage the **Quality documentation system** of BioNotus.
- Take proper and timely actions to **validate instruments** in the BioNotus laboratory.
- Assist the QA manager to conduct **frequent (internal) quality audits** of the BioNotus lab.
- Support the BioNotus management – with decisions that require input in terms of quality management.
- Assist the BioNotus laboratory for **data storage, data integrity, and overall information flow**.
- Assist in the **successful conduct of inspections** at the BioNotus laboratory.
- Establish excellent **external relationships** with partners in the field of Quality assurance and Life Sciences, while maintaining **competitive know-how** in these fields.
- Stay up-to-date regarding evolutions and current trends in the Quality assurance and Life Sciences arenas.
- Efficiently **report operational status** to the Quality assurance manager.

### Qualifications

- **Bachelor or Master in Pharmaceutical Sciences, (Bio)Engineering, Chemistry, or previous experience providing the knowledge and skills to perform the job.**
- At least **three years of hands-on experience** in the field of **quality assurance, preferably in the field of analytical sciences**. Thorough knowledge of **quality standards relevant for the bioanalytical laboratory**, including ISO 17025 and/or GCLP.
- **Problem-solving attitude, proactive and (quantitative) analytical mind-set**. Dedicated to deliver **high quality results**. Ability to work both **independently** and as part of a **team**.
- Hands-on knowledge of general lab analytical instruments and familiar with general lab safety guidelines.
- **Excellent** written and oral communication skills in English. Excellent **time and project management skills**. Ability to multi-task and able to mitigate stress by optimal planning.
- Experience in a relevant **pharmaceutical environment** (R&D, quality assurance...) is an asset.

### Working Conditions

Well-equipped BioNotus office space and laboratory featuring state-of-the-art bioanalytical equipment. In the lab: standard personal protective equipment applies (lab coat, gloves and protective eyewear).

### Your application

BioNotus provides a competitive salary. We offer a **unique and highly innovative working environment** with specific attention for personal development and excellent fit within the BioNotus family. Care for people as well as passion and drive towards scientific progress with maximum respect for the environment belong to BioNotus' values.

To apply, send your CV and letter of motivation to Johan van Daele ([johan.vandaele\[at\]bionotus.com](mailto:johan.vandaele[at]bionotus.com))