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Randstad has over 55 years of experience in the area of HR Management. Under the Randstad Inhouse Services concept, Randstad becomes a full service supplier providing consultancy to international clients. For our client **Philip Morris SA in Neuchâtel**, we are seeking two :

## Quality Management System Engineers

*Temporary long-term assignment at 100%*

### **These are the tasks that await you:**

- Review QMS documentation according to PMI QMS requirements
- Provide guidance to business functions on good technical writing
- Ensure communication with PMI central functions and quality assurance functions of PMI affiliates
- Ensure appropriate control of QMS documentation (change, periodic review, distribution and recall)
- Collect KPI's of Document & Record Management Process
- Maintain procedures for Documents and Records management process in accordance with PMI requirements and applicable regulations
- Provide trainings on document and records management procedures
- Provide trainings on usage of electronic systems for Quality Assurance processes
- Contribute to maintenance, testing, and improvement of electronic systems for Quality Assurance processes

### **Qualifications:**

- Education: bachelor degree
- Work experience: experience in quality assurance within tobacco, food, pharmaceutical or similar industry, working in conformance with quality systems for manufacturing or assessment of products, preferably in life science.
- Knowledge of Quality Management Systems and standards (e.g. FDA CRF, GxP, or ISO).

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- Good technical writing practice (for instance CAPA, investigations and procedures).
- Experience as user of electronic documents and records Management systems
- Excellent ability to collaborate in cross-functional teams
- Fluent communication and written skills in English
- **Start date: As soon as possible**

If you are interested in this challenging position, please do not hesitate to send us your CV, motivation letter, latest certificates and the date of your availability. We look forward to your application that will be treated with full confidentiality.

*Please note that a UE27/AELE nationality or a valid Swiss Work Permit are required for this position*

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