NEW CHALLENGES. NEW OPPORTUNITIES.

Our growing company is currently seeking a highly motivated and enthusiastic

QUALITY CONTROL ASSISTANT

Delivering First Class Clinical Packaging Solutions

CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need. Regardless of the size or complexity of the project, CSM will expertly manage the clinical supply chain.

CSM's only focus is clinical trial supplies, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality. CSM is designed to be agile, which for clients translates to confidence that CSM is ready to meet their clinical trial needs regardless of conditions.

We understand our work within the clinical trial process could not happen without our dedicated employees.

Main tasks and responsibilities

- Establish and carry out the quality controls required to ensure the quality of finished products and meet customer expectations and meet legal requirements.
- Carry out all necessary controls during IMP production activities.
- Verify that the appropriate validation/qualification has been done before giving the greenlight to start IMP production activities.
- Write the specifications for the starting material and for packaging material purchased by CSM.
- Write sampling instructions or other Quality Control procedures.
- Control, approve or reject starting material and/or packaging material.
- If required, take representative samples of the batch for analysis or for retention (before, during, after packaging).
- Verify the conformity of retention samples to ensure that products are conform.
- Verify the conformity of text for the model labels printed at CSM/label proofs provided by supplier to ensure the labels are conforms with the local regulation.
- Check the labels/code breaking envelopes printed by CSM.
- Ensure that a timely and effective communication and escalation process exists in case of quality issues.
- Contributes to the quality department's activities to ensure continuity of operations.

Skills

- High organizational and planning skills
- French and English; any additional language is an asset.
- Good dose of assertiveness.
- Statistical knowledge
- Analytical mind
- Good computer skills : Word, Excel, Outlook, PowerPoint...
- Team worker and team spirit
- Customer oriented
- Excellent communication and intercultural skills
- A critical eye for details; not taking things for granted
- Open minded but critical and analytical reasoning
- Sufficient authority or influence on collaborators
- Diplomacy
- Able to interpret in process control (IPC) results generated by production staff

CSM®
Clinical Supplies Management, Inc.

This position is based in Mont-Saint-Guibert (Belgium)

At CSM, we provide competitive compensation and a complete benefits package. If you have the desire to work hard and play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: gsmal@csmondemand.com