


Job Description		Ad No:	ABT 17 / 20	Rev #	1.0	 <small>\\Filesrv\hr\HRAdminFiles\HRDocu ments\HumanResources\Job Adverts\2020\ABTC-QualityAssuran ceAssistant-18-Dec-19.docx</small>
Prepared By:	MJG	Expected Start Date:		Q1 2020		
Approved By:	SAH	Last Revision Date:		18-Dec-19		

Immediate Vacancy

Quality Assurance Assistant


The AquaBioTech Group is seeking to recruit a qualified and experienced individual with knowledge of quality assurance procedures to assist in the various activities within the Quality Department. The three focus areas of the department are the quality assurance of all scientific work undertaken in the applied wet-labs for the development, testing and validation of fish nutrition and fish health products, the work undertaken in analytical laboratories, ranging from ecotoxicology to water quality testing, through to the QA and QC work for all products that are manufactured in the company's facilities.

Synopsis of position offered

A position within the AquaBioTech Group has arisen for a suitably qualified person to work as a Quality Assurance Assistant on a variety of quality control tasks within the Group's diverse portfolio. These tasks may include, but are not limited to:

- Assisting in the general QA and QC activities of the Quality Department, such as document management, reviews, writing, maintaining up-to-date SOPs etc.
- Checking and keeping up-to-date qualification and validation records.
- Administrating internal self-checks, reporting and monitoring that the corrective actions are completed.
- Training monitoring and record keeping.
- Designing of Labels
- Assisting the supervisor with any other quality activities, as required e.g. ISO 9001.

Reporting directly to the QA/QC Manager, the position is demanding requiring a person who is highly motivated, methodical, detail-oriented and organised. They must possess diplomatic, analytic and communication skills as well as be prepared to work to very tight deadlines in isolated and multi-functional tasks, and in conjunction with a team of international staff.

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Qualifications Overview

The successful candidate will have at least a BSc degree in biotechnology, biology, chemistry, or related scientific field, with preferably a M.Sc. in the aforementioned fields.

The selected candidate is likely to have previous experience in auditing in a Good Laboratory Practices (GLP) and/or Good Manufacturing Practice (GMP) environment and experience in the planning, conducting and reporting of study and facility inspections.

The selected candidate will have to speak and write English fluently. Knowledge of any other languages would be considered an asset, although not essential.

The selected candidate must have a clear EU passport with no travel restrictions or legal convictions and be in possession of a clean driving licence.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted.**

Questions about the application should be directed to the Director of Administration & HR, on hr@aquabt.com