

AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for an:

Associate Quality Systems (f/m/d)

1190 Vienna | Full-time employee | Start: as of now |



In this position, you'll play a key role in ensuring superior quality systems. You'll manage critical processes, help keeping processes running smoothly and shaping our commitment to excellence and reliability, while contributing to a culture of continuous improvement and regulatory compliance.












What Your Day To Day Will Look Like

- You are responsible for various tasks related to pharmaceutical Quality Management Systems such as Trainings, Document Management, Incident Management, Change Control, Risk Management and Internal Audits and Inspections
- You work in an electronic Quality Management System and administrate Document Management and Trainings Management
- You liaise closely with colleagues from GxP related departments having Quality System-related needs, mainly on Headquarter level
- You communicate with AOP Health representatives and external partners
- You Support Quality System Owners in the maintenance and compliance of AOP Health-internal Quality Standards and Quality Systems
- You work in multi-disciplinary teams

Your Qualifications and Experience

- Bachelor's degree / or adequate (e.g. higher technical school in natural science) in a relevant scientific discipline
- 1+ year professional working experience in a GxP environment (pharma-related)
- Strong planning and communication skills with supportive and teamwork-oriented mindset

Main Benefits

-  Bonus
-  Homeoffice
-  Employee mobile phone
-  Flexible working hours
-  Laptop
-  Initial and continuing education
-  Canteen
-  Employee events
-  Company doctor
-  Parking spot
-  Healthmeasures

- Independent and precise working style even under stressful conditions
- Quick perception, analytical thinking, and flexibility
- Open-minded personality, self-initiated, responsible, problem-solving and creative way of thinking
- Very good Office 365 user skills
- You are interested in digitization and like to work with computerized systems
- Strong communication skills, good knowledge of German and English (written and verbal)

Our Offer

- Open corporate culture with the opportunity to bring in your own ideas
- Great opportunities for personal and professional development
- Attractive work environment with excellent career opportunities and flat hierarchies
- Competitive salary package plus bonus and various benefits
- Gross monthly salary provided for this function is a minimum of EUR 3.000.- based on full-time employment. Any potential overpayment depends on professional experience and qualifications.

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE and

Your Contact



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Further information on our website:

aop-health.com