



TECHNOPATH
CLINICAL DIAGNOSTICS

Title: **Quality Administrator**

Reporting to: **Financial Controller**

Role and Responsibilities

- Management, control and distribution of Quality documentation, internally or externally generated, which support management systems.
- Administration of Technopath Distribution controlled documentation system. Process document change requests, providing notification of changes to controlled documents to relevant parties
- Maintenance of various logs associated with tracking of documentation or tasks
- Administration of calibration and preventative maintenance logs and documentation, providing notification of scheduled calibrations, PMs and Services to relevant parties. Distribution of controlled Quality documents.
- Issuance of document system reports including overdue reports, tracking reports.
- Ensure effective resolution of document system queries or requests
- Be an active member of the team and work with all employees.
- Provide administrative support (e.g. preparing documentation/presentations, data entry, organising meetings, taking minutes etc.) for the Technopath Distribution team.
- Other activities as required to support Technopath Distribution team.

Qualifications

- Cert/Diploma or equivalent qualification in Quality/Science is desirable.
- Good organisation/administrative skills and computer skills essential.
- A minimum of 2-5 years experience within a Medical Device / Pharma /manufacturing environment desirable.
- Ability to communicate and work with cross functional teams.
- Ability to follow Departmental policies, procedures and practices.
- Rigorous attention to detail.

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THE QUALITY CONTROL COMPANY

Technopath Life Sciences Park, Fort Henry, Ballina,
Co. Tipperary V94 FF1P, Ireland. www.technopathcd.com



Technopath is part of LGC Clinical Diagnostics.

Please forward your
CV to our Human
Resources department:
hr@technopathcd.com