



Flen Health is an international, innovative wound care group with companies based in Luxembourg, Belgium, Netherlands, Germany and UK.

In a few years' time, it gained a leading position in the Belgian wound care market, its Home market and is working towards reaching this on an international level. This result is due to a twofold reason: (1) dedicated people (2) products combining innovation with significant progress in wound care, inspired by our motto: We help you **live the life you love**.

We are looking for a full time Quality Assistant, for immediate start at our office in Kontich.

Quality Assistant (m/w)

Kontich (Belgium)

You support the Head of Quality concerning the maintenance of the documents and records of the internal quality management system in order to be compatible to ISO and other regulations.

Tasks and responsibilities:

- Digital filing of quality related documents in order to manage the quality management system in an efficient way.
- Registration and follow up of returned Flen Health goods to guarantee and guard the safety of our products.
- Administrative tasks related to temperature monitoring during transport (i.e. safety of our products), customer complaints, risk analysis and corrective/preventive actions (CAPA's).
- Prepare and complete quality documentation and reports regarding quality, and customer-requirements by collecting, analyzing and summarizing information and trends.
- Prepare all quality audits in close cooperation with the Head of Quality: audits from authorities and companies, internal audit plan and audits.
- Support the development and implementation of quality strategies and support the optimization of the registrations to ensure documents and policies meet applicable standards and regulations.
- Promote quality awareness throughout the company. Prepare presentations concerning the quality management system and the use of Vivaldi.
- Continuously keep up with evolutions and developments by keeping her/his knowledge up to date in order to deliver a credible service that is based on actual knowledge.

Qualifications:

- Bachelor in pharmaceutical and biological techniques or equivalent by experience
- MS Office
- Spoken and written in Dutch and English
- Quality procedures knowledge
- Biological and chemical lab techniques knowledge
- Vivaldi knowledge or similar QMS
- Analytical ability
- Planning & organizing
- Quality minded
- Autonomous worker
- Team player

Work at Flen Health:

Flen Health is a young and fast-growing, independent organization with short communication lines, and where entrepreneurship is appreciated. Its products are innovative, patented and are well regarded by the key opinion leaders internationally.

Several highly motivated and enthusiastic colleagues have already joined Flen Health and contribute to its success. As an expanding company, we offer possibilities for personal development and growth.

You are interested?

Please send your detailed application to jobs@flenhealth.com

Contact:

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www.flenhealth.com