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Document Control (QA & Engineering)

Manage and lead the Document Control process - develop, scan, image, organize and maintain documents such as forms, specifications, approvals, and related items

Document's version management - controls documents identification including document change

Responsible for tracking and maintaining calibrations, maintenance activities, and relevant employees training records, procedures, policies etc.

Issue batch records and controlled documents for manufacturing

Assist with ECO tracking

Requirements:

Relevant degree (e.g., Biomedical Engineering, Biotechnology, Biology etc.) – Must

Minimum 2 years of document control experience in pharmaceutical, medical device or biotech industry - Must (medical device company, ISO 13485 – an advantage)

Minimum 2 years of experience in GMP (Good Manufacturing Practice) environment – an advantage

Excellent Hebrew & English - written & spoken

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