Anteis S.A.
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1228 Plan-les-Ouates
Geneva / Switzerland

Merz Anteis SA is a major global player in the field of injectable medical devices derived from the processing of biopolymers. Specializing in the development and manufacture of high-quality biomedical products for aesthetic medicine, Merz Anteis employs over 200 people at two production sites in the Geneva and Morges regions.

Products manufactured by Merz Anteis are distributed by Merz Aesthetics, an international company in the field of aesthetic medicine. Every day, over 1,600 Merz Aesthetics employees in 36 countries are committed to restoring and maintaining the beauty of the skin.

Merz Anteis and Merz Aesthetics belong to the Frankfurt-based Merz Group.

Would you like to contribute to our success? Then join Merz Anteis!

We are recruiting for our Lonay site:

# Quality Assurance Technician

**The following responsibilities await you:**

Ensure the management of Quality Documentary System process as Doc Control. Support the Quality Department to guarantee the status “ready for inspection”.

**Key Activities and Responsibilities:**

Documentation:

- Manage quality assurance documentation for all the QMS in terms of creation, update, and archiving.
- Contribute to Doc Control quality assurance documentation.
- Support users on Documentation Software and Archiving process.
- Manage indicators for your scope of activity.
- Manage controlled copies.
- Coordinate archiving of records with external supplier.

Training:

- Ensure initial QMS and documentation training for new employees.
- Manage skill matrix for the documentation part.

Improvements:

- Participate in continuous improvement and propose improvements.

Audit:

- Prepare and support QA Team during audits & inspections.

Authorities:

- Validate QMS documents except policies and SOPs.
- Update skill matrix for documentation.
- Archive QMS documents and records.

**What we expect from you:**

**Qualifications, Skills & Experience:**

- Education: Bachelor degree or equivalent (CFC / BTS)

**Professional Experience:**

- 2 years of experience in Quality. Experience in Medical Devices/Pharmaceuticals is a plus.
- Confident working with quality standards and knowledge of GMP environment.

**Knowledge & Skills:**

- Basic Knowledge in Quality System Management and applicable regulations for medical devices (21CFR part 820 & ISO 13485).
- Computer proficiency, especially with Microsoft Office.
- Business fluent in French and English (both written and spoken). German is a strong plus.

**Personal skills:**

- Team player.
- Rigorous.
- Ability to work autonomously.

**What you can expect from us:**

- Ongoing training: Your personal and professional development is key to our success. To this end, you have regular access to specialist training, language courses or personal development sessions.

- Work-life balance: Our time is precious; to help you reconcile your work and leisure time, we allow flexible working hours between 6.30am and 8pm, depending on the position. We also give you the opportunity to telework up to 2 days a week if your workstation allows it. Our employees also benefit from generous annual leave arrangements.

- Benefits: Your day-to-day social security is important to us. We have set up premium accident insurance cover so that you can be looked after under the best possible conditions throughout Switzerland. We also invest in your retirement: our LPP plans allow you to save more than the legal minimum without any impact on your net income, as the company pays 2/3 of the contributions.

- Sustainable development: The Merz Group is investing at every site to achieve carbon neutrality by 2035.

We look forward to receiving your full application!

Contact : Kayleigh MacKay, Talent Acquisition Specialist
Apply@merz.com