

Client Quality Assistant (hybrid work)

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Company: PrimeVigilance

Location: Kraków

Category: other-general

Job Description

POSITION SUMMARY

The Client Quality Assistant supports the Client Quality Management team with administrative tasks, including but not limited to tracking, data and document preparation/review and access/training management.

Role and Responsibilities

The Client Quality Assistant will be responsible for all administrative activities associated with the maintenance and management of data for reports, documentation, and systems relevant to the Client Quality Management Department.

Key responsibilities include (but are not limited to):

- Accurately creating and updating training courses and training assignments in the Learning Management System in a timely manner

- Preparation of training reports, training completion monitoring and support with periodic training assignment reviews

- Reviewing and approving Access Requests to PrimeVigilance's controlled systems

- Periodic CV/JD review

- Assistance with preparation and compilation of data for regular reports

Following up with relevant employees/departments to obtain missing data and responses

Assistance with Quality Event/CAPA timelines monitoring and tracking all actions through to completion

Preparation of PrimeVigilance procedures and procedure lists for provision to clients

Assistance with preparation of documents for audit/inspection requests

Specified Additional Responsibilities

Other administrative support as required.

The Client Quality Assistant will support the PrimeVigilance Senior Leadership team and the Associate Director of Quality with assigned quality related projects and responsibilities.

Qualifications

High school or university graduate

Advanced English (both spoken and written)

Proficiency in all MS-Office applications including Microsoft Word, Excel, and PowerPoint

Experience in an administrative position involving management and creation of reports

Desirable experience in data gathering

Strong communication skills, attention to detail and problem-solving abilities

Ability to work well in a team

Additional Information

We prioritize diversity, equity, and inclusion by creating an equal opportunities workplace and a human-centric environment where people of all cultural backgrounds, genders and ages

can contribute and grow.

To succeed we must work together with a human first approach. Why? because our people are our greatest strength leading to our continued success on improving the lives of those around us.

We offer:

Training and career development opportunities internally

Strong emphasis on personal and professional growth

Friendly, supportive working environment

Opportunity to work with colleagues based all over the world, with English as the company language

Our core values are key to how we operate, and if you feel they resonate with you then Ergomed is a great company to join!

Quality

Integrity & Trust

Drive & Passion

Agility & Responsiveness

Belonging

Collaborative Partnerships

We look forward to welcoming your application!

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