

Quality Auditor / Archivist Specialist

ABOUT US:

INSTITUTE FOR CLINICAL EXPERTISE BULGARIA (IEC BULGARIE) based in Sofia, is a company for "services" in the field of control activities for the purposes of the cosmetic industry.

The company was established in April 2002 as a subsidiary of the French group IEC France, and conducts clinical trials on volunteers of cosmetic products to demonstrate their safety and efficacy.

The tests are performed under the supervision of doctors-consultants - dermatologists, ophthalmologists, paediatricians and others.

The company's clients are the most powerful multinational companies developing cosmetic products.

OUR REQUIREMENTS TO CANDIDATES:

- Higher education
- At least 3 years of experience in the field of quality in the field of cosmetics, pharmacy or healthcare
- Mandatory very good command of English
- Good experience in internal audits (training of an external company in internal audit will be considered as advantage)
- You have already worked or performed client audits of foreign companies
- You have participated in ISO 9001 certification or you have done so.
- You have knowledge of the requirements in the field of healthcare: GCP, GLP, GMP ...
- You have computer skills (MS Office - Word, Excel, Outlook Express, Power Point)
- Excellent communication skills, ambition and resilience to achieve results, ability to easily report to a hierarchical or functional manager

MAIN OBLIGATIONS FOR THE POST:

- Set up, manage and develop the I.E.C Bulgarie Quality System in compliance with the G.C.P. and ISO 9001 and under the control of the I.E.C. Group and Quality System
- To ensure the archiving of any constituent part of a study file and investigational products of I.E.C. Bulgarie in accordance with the principles of the G.C.P.

To apply, please send your CV in English and a cover letter in Bulgarian and English at ra@iec-bg.com.