

Job Opportunity

Quality Assurance – Full Time Positions

Main Tasks

- Responsibility of managing the Quality System (ISO 9001/13485)
- Document proofreading
- Ordering laboratory disposables, equipment, office supplies etc.
- Ensuring laboratory is operational
- Responsible for BHP
- Organizing documentation, office and stock
- Shipment
- Customer Contact

About the company

NUTOPI Sp. z o. o. is located in PPNT ([Poznański Park Naukowo-Technologiczny](#)) where a vibrant environment of startups is present. The team consist of 5 full-time employees working with techniques as ELISA, LFI and PETIA. The company is a CRO (Contract Research Organization) and small scale CM (Contract Manufacturer) for the IVD medical device industry.

The Job

Main Assignment

You are responsible for the implementation and continuous improvement of NUTOPI Quality System which is based on ISO 13485. Updating of procedures, writing new procedures, training coworkers in the use of the system and proofreading documents.

Logistic Tasks

- Ordering, receiving and registering laboratory equipment and disposables
- Searching for new equipment and disposable
- Ordering products for the laboratory
- Handling vendors and controlling performance
- Registering incoming and outgoing orders
- Documenting and handling any registration
- Cost and usage tracking and negotiating new prices with vendors
- Shipment related tasks (Packing, registration, tracking, contract negotiation)

Organization, control and safety

- Responsible for the organization of the Laboratory.
- Ensuring that all equipment and disposals are in the right place and ready to be used.
- All BHP regulations are followed, and employees are trained.

Office and Stock Organization and tidiness

- Laboratory tidiness and cleaning
- Office tidiness and cleaning
- Stock tidiness and cleaning
- Documentation tidiness

Other tasks:

- Administrative tasks
- Writing applications for grants, funding etc.
- Simple laboratory Tasks (preparing samples, performing ELISA)
- Data entry
- Customer contact
- Writing text for marketing materials

Qualifications

Education and Experience:

- Masters degree or higher in a scientific field (Biology, Chemistry, Biotechnology, etc.) or equivalent and relevant formal academic / vocational qualification
- Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to 4+ years') or equivalent combination of education, training, & experience.

Knowledge, Skills, and Abilities:

- The applicant is disciplined and has good organizational skills.
- Experience in ISO 13485/15189/17025 or has worked with other Quality Systems.
- Laboratory Experience in a Regulated Lab strongly preferred.
- Experience in ordering laboratory equipment/accessories.
- Good written and oral communication skills in Polish and English.
- Ability to work in a collaborative work environment with a team.
- Works independently with little guidance or reliance on oral or written instructions and plans work schedules to meet goals.
- Ability to communicate information and ideas so others will understand; with the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Frequently interacts with others to obtain or relate information to diverse groups.
- Ability to access and use a variety of computer software developed both in-house and off-the-shelf.

Working Conditions:

- Work is performed in an office with exposure to electrical office equipment.
- Some work is performed in a laboratory environment with exposure to biological fluids with potential exposure to infectious organisms.
- Rare exposure to skin irritants, toxic materials and hazardous waste.
- Personal protective equipment required such as protective, eyewear, garments and nitrile/latex gloves.

Physical Requirements:

- Ability to work in an upright and /or stationary position for 6-8 hours per day.
- Requires multiple periods of intense concentration.
- Performs a wide range of variable tasks as dictated by variable demands and changing conditions with little predictability as to the occurrence.
- Ability to perform under stress.
- Ability to multi-task.
- Regular and consistent attendance.

Key words: ISO, Regulatory, Tidiness, Organize and systemize.

Application

Your application shall be in English (CV + Motivation Letter). Please explain why you are the right person for the job and how your experience can help you in achieving your goals in NUTOPI. Please include your grades from relevant education and courses. Please also include your graduation research paper if possible.

Write a few words in the application e-mail why you think you are the right person for the position.

Please add the following text to your application:

I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2016, item 922 as amended.

Job start and deadline for applications:

Start date: As soon as possible

Employment: Full Time Contract

Application deadline: There are no deadline. Evaluation is ongoing.

Salary:

Depending on proven skills.

Location

Rubiez 46H/233

Poznań, Polska

Contact

Tomasz Pielak

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GDPR (RODO) Information

1. Data Controller information.

- a. Data Controller is NUTOPI Sp. z o.o. with headquarters in Poznań, ul. Rubież 46H, post code 61-612.
- b. From 25 May 2018 contact in the field of personal data with is possible by e-mail under the e-mail address: contact@nutopi.com

2. The purpose of personal data processing by NUTOPI Sp. z o.o.

- a. Evaluation of data for possible hiring to perform the work as described in the job offer which the person has applied for.
- b. Possible claims – investigation or securing of claims (according to art. 6 RODO).

3. Personal Data storage time.

- a. Data processing is based on duration of the job offering – personal data must be deleted at the end of the job offering and/or finding another suitable candidate for the position. No more than 6 months.
- b. Data processing is based on consent – personal data must be deleted when person, by whom the consent was signed, withdraw the consent, or if any claims, when claims will be paid or claims limitation time expires.

4. Individual rights

- a. Access to your data and its correction.
- b. To limit your data processing.
- c. To be forgotten – you can demand the data deleting.
- d. To complaint to President of the Office for Personal Data Protection.

5. Recipients of your personal data

- a. CEO and application processor at NUTOPI Z o. o.

6. Data processing to third countries (countries outside the European Economic Area (EAA))

- a. No data processing to third countries