

## QA Associate

Job ID  
REQ-10076176  
апр 24, 2026  
Сингапур

### Сводка

Supports all GxP activities in the Quality department. Administers Quality Systems/ Processes including documentation, metrics and monitoring of actions and supports establishment of Quality operational processes.

-Performs routine GxP Compliance/ Operational activities according to Novartis Quality Standards. Supports Quality Projects and initiatives

### About the Role

#### Major Accountabilities:

- Maintains applicable Standard Operating Procedures (SOPs), GxP compliant documentation and records within the Novartis Quality Management System.
- Ensures the integrity of all Quality Systems records and data, as applicable and collaboration of own team with other functions and departments -Ensures an adequate level of education, GxP knowledge .
- Updates and maintains relevant information in electronic systems (e.g.Change Control, Documentation, Training).
- Follow up and monitoring of e.g.CAPAs, actions, metrics, Quality plan).
- Supports Quality Audits and Health Authority inspections.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

#### Minimum Requirement

- Familiarity with Quality Management Systems is the pharmaceutical industry,
- Familiarity/experience within a Good Manufacturing Practices (GMP) atmosphere
- 1-2 years' experience in GMP documentation review, approval, and/or release would be ideal.

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Дивизион

Development

Business Unit

Quality

Место

Сингапур

Сайт

Mapletree Business City (MBC)

Company / Legal Entity

SG04 (FCRS = SG004) Novartis Singapore Pte Ltd

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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