Job Description

Position: Quality / Regulatory Affairs (QA/RA) Trainee Zimmer Biomet Czechia
Reports to: QA/RA Manager CEE - QA/RA Emerging Markets, EMEA
Function: Support Quality and Regulatory activities for Zimmer Biomet CZ and SK
Business Unit: Quality & Regulatory
Market: mainly CZ/SK however may be supporting CEE as well

Purpose of the position:

- Support the QARA team in the implementation, maintenance, continuance and control of a quality management system according to international standards and corporate guidelines/policies
- Managing product notification in the Czech Republic, supporting product notification in Slovakia and in case of need as well in Poland

Main Tasks:

- Support the QARA team in the implementation, development, maintenance and control of a quality management system according to international standards and corporate guidelines/policies/procedures in CEE countries with QMS as per instructions of the direct manager or assigned supervisor
- Responsibility for coordinating/managing product notification in the Czech Republic and in case of need to prepare product notification submissions for Slovakia and Poland in accordance with local in-country legal requirements and as per manager´s or assigned supervisor´s instructions. Supporting customer´s requests to obtain regulatory documentation (DoC, EC Certificate, IFU and labels) as per the commercial needs or as per the manager´s request.
- Follow internal Zimmer Biomet procedures and processes for Regulatory activities
- Based on the manager´s request provide regulatory support to the in-country local commercial team, including support for tenders or delivery of regulatory documents for reimbursement or other commercial activities.
- Continuous communication, reporting and escalations to QA/RA CEE as per the need and the instructions of the direct manager
- Support to CEE QA/RA Manager and other colleagues in CEE QA/RA team if needed

Education requirements:

- B.S. degree in biomedical engineering, life science, public health or similar – last year university student or fresh graduate
- No experience in registration activities and/or quality assurance of medical devices is required

Required skills and knowledge:
• Team player • Willingness to learn new things • Experience with Windows Office Software – especially excel • Native Czech or Slovak • English language is a basic requirement and the main communication language of the team

Please apply for the position via the official career website: https://www.zimmerbiomet.com/en/about-us/careers/job-details.462490.html submitting your CV in English