



Document Control Administrator

About Aran Biomedical:

Aran Biomedical design, develop and manufacture implantable medical devices, as an outsource partner to many of the leading, global medical device companies. Our innovative technology focus and biomaterials expertise foster a dynamic culture, which delivers next-generation implantable solutions.

About the Role:

As Document Control Administrator, you will support for the document control activities and support audit preparation activities.

Duties and Responsibilities:

- Support Document Control Process including ECN processing & communication, maintenance of Change notification log and Master index.
- Maintain documentation, records, and logs in compliance with internal procedures and Quality Systems Regulations and support daily operation and management of the document control area
- Initiate / Support ECN generation for document updates within area of responsibility.
- Scan, file, archive and retrieve documents as required and support internal and external customer requests for documents.
- Support maintenance of the Manufacturing Investigation Log
- Support internal and external audits.
- Support and participate in continuous process improvement projects.
- Support activities associated with the Supplier management process.
- Become proficient on techniques / processes associated with the role and train other resources.
- Complete any other duties as assigned by Team Lead.

Qualifications:

- Professional Qualification (minimum Level 6 under the QQI Framework or equivalent) in a related discipline is essential.
- Experience in the medical device sector would be an advantage.

Skills and Experience:

- Strong office management and administration skills.
- Evidence of effective communication and strong people skills with the ability to communicate effectively both orally and in writing.
- Record of working with internal / external customers / suppliers.
- Evidence of strong organisational and time management/planning skills and the ability to prioritise work and meet deadlines.
- Strong proficiency in IT systems (Microsoft Teams, Excel, Word).
- Meticulous attention to detail when preparing documents.
- Evidence of taking initiative and capable of working independently.

