

DOCUMENTATION SPECIALIST (QA, MEDICAL DEVICES)

Salvia BioElectronics, High Tech Campus 41, Eindhoven, The Netherlands

ABOUT US

We are Salvia: an innovative startup active in the emerging field of bioelectronics. We derived the name Salvia from the Latin word *salvere*, which means to stay healthy. In addition, the Salvia-herb has been used to treat headaches, pain, and mental disorders for centuries. Our mission is to deliver bioelectronic solutions that restore health for people suffering from chronic migraine. Salvia is ambitious: we want to provide drug-free solutions that are effective and inherently side-effect free and make our novel solutions widely accessible.

THE CHALLENGE

In a growing organization, we offer the opportunity for a Documentation Specialist within the Quality team. The Documentation Specialist is responsible for administering the company's-controlled documents in accordance with QMS procedures and ensuring a consistent documentation set. The Documentation Specialist works closely with the Quality Assurance team and has a support responsibility to all functional teams (e.g. technology, clinical), managers, and personnel.

RESPONSIBILITIES

- Ensure document management requirements are fulfilled, as outlined per the quality management system, in order to meet internal and external needs.
- Check, release, publish, and archive documents.
- Support the use of – and where necessary improve – procedures and instructions for the creation, control, and release of documents.
- Responsible for maintenance and correct implementation of the company document control system.

YOUR PROFILE

- Experience as Documentation Specialist within a regulated industry.
- Basic knowledge of Quality Management Systems (e.g. 9001, 13485, 17025, 16949, 9110).
- Ability to prioritize, multi-task effectively, and work in dynamic environment.
- Ability to work independently within a team environment.
- Strong communication skills (e.g., clear and concise) and a team player.
- Troubleshooting/problem solving.
- Highly organized and attention to detail.

CONTACT

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