

Join our team and help our clients embed **excellence** every day.

As the leading global standards, training and Certification Company and Medical Device Notified Body, BSI helps over 70,000 clients worldwide to improve their businesses. We support businesses to embed the habits of excellence so they perform better, achieve sustainable growth, ensure their systems and products meet regulatory requirements, bring new medical innovations in a timely manner to global markets and in doing so, we touch the lives of many across the globe.

We currently have an exciting opportunity to join us working in Frankfurt as

Compliance and Risk Assistant

Purpose of the Position

- Support the management of all the accreditation issues
- Support actively the management of the staff qualification and requalification programs
- Support the scheme management team
- Support of the complaints-handling process
- Drive corrective and preventive action management (CAPA) in the entropy system and lists
- Support the performing of internal audits and derive compliance statistics

Key Responsibilities & Accountabilities

- Support the C&R manager that the quality management system stays compliant to regulatory and legal requirements in an environment of substantial change
- Provide advice and support to auditors, product specialists and scheme managers on medical device quality system procedures and supporting processes, especially in terms of compliance and productivity

Knowledge / Skills / Abilities

- Knowledge of certification system regulation
- Concepts and intent of system and product certification and service orientation
- Knowledge of business processes and the application of quality management standards
- Conceptual and analytical thinking, efficiency and results orientation
- A team player, good at relationship building, internally and externally
- Fluent German and English language skills, also other language skills are very welcome

Contact:

Please forward CV with brief covering letter to:
bewerbung@bsigroup.com

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