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EHS Coordinator

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Company: Pfizer

Location: Dar El Beïda

Category: other-general

Why Patients Need You

Everything we do, every day, is in line with an unwavering commitment to the quality and the delivery of safe and effective products to patients. Our science and risk-based compliant quality culture is flexible, innovative and customer oriented. Whether you are involved in development, maintenance, compliance or analysis through research programs, your contribution will directly impact patients.

What You Will Achieve

You will be a member of Pfizer's dedicated and highly effectiveQualityAssurance andControl team. You will be responsible for activities involved in developing and maintaining quality programs, processes and procedures that ensure compliance with established standards and agency guidelines. You will be accountable for assessing the quality of external supplier's products, processes and related documents while ensuring the product specifications are met and quality systems are maintained. You will be conducting and monitoring regular audit and quality control activities at supplier and subcontractor facilities. you will also be part of due diligence and vendor selection program.

You will be known to be team player, who is able to achieve targets on time. Through your domain knowledge and commitment, you will create a collaborative team environment for your colleagues.

It is your hard work and focus that will make Pfizer ready to achieve new milestones and help patients across the globe.

How You Will Achieve It

Contribute to the completion of complex projects, manage own time to meet agreed targets and develop plans for work activities on own projects within a team.

As a site compliance network member (SCNM) you will be monitoring change management activities for contract manufacturers, packagers and supply partners globally and manage routine complaints for the Drug Products and Drug Substances (APIs) manufactured.

Participate in Virtual Site Operating Teams (VSOT) for ESQ managed contractors and for in Site Quality visits at the contractors.

Manage routine Customer Quality complaints for commercial Drug Products and ensure timely closure of complaints and alerting the appropriate colleagues for the confirmed complaints.

Provide support for the closure of the deficiency letters and CMC Commitments, Regulatory requests for Renewals, New Product registrations and Post approval variations.

Support and Perform Lot Disposition for Biotech products in collaboration with other functions.

Ensure timely closure of complaints and alerting the appropriate colleagues as per our procedure and Standard Work guidance.

Qualifications

Must-Have

Bachelor’s Degree.

Strong verbal and written communication skills including presentation skills.

Advanced in computer skills such as MS Office applications.

Good knowledge of enterprise systems such as PDM, QTSTrackwise, Documentum platforms.

Nice-to-Have

Strong customer service skills.

Demonstrated capability to work as a team member in a matrix environment.

Fundamental knowledge of the principles and concepts of QA.

Work Location Assignment: On Premise

Pfizer is an equal opportunity employer and complies with all applicable equal employment opportunity legislation in each jurisdiction in which it operates.

Quality Assurance and Control

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