**Document Control (QA & Engineering)**

# Manage and lead the Document Control process - develop, scan, image, organize and maintain documents such as forms, specifications, approvals, and related items

# Document's version management - controls documents identification including document change

# Responsible for tracking and maintaining calibrations, maintenance activities, and relevant employees training records, procedures, policies etc.

# Issue batch records and controlled documents for manufacturing

# Assist with ECO tracking

**Requirements:**

# Relevant degree (e.g., Biomedical Engineering, Biotechnology, Biology etc.) – Must

# Minimum 2 years of document control experience in pharmaceutical, medical device or biotech industry - Must (medical device company, ISO 13485 – an advantage)

# Minimum 2 years of experience in GMP (Good Manufacturing Practice) environment – an advantage

# Excellent Hebrew & English - written & spoken

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