



ClinBAY is a global services company that provides advanced statistical solutions to the healthcare industry. Established in 2007, ClinBAY is recognized for the quality, impact and timely delivery of its services. We are a preferred vendor for several major pharmaceutical companies.

To meet the growing demands from our customers and to address new requests, we are currently looking for a:

Quality Assurance Manager, Office based in Limassol, Cyprus

(Part time or Full time)

Job Description:

The Quality Assurance Manager focuses on providing confidence that quality requirements and objectives will be fulfilled in a highly regulated clinical trial environment. QAM aim is to prevent mistakes and to ensure that the products and services ClinBAY provides is fit for purpose, is consistent and meets both external (regulatory and customer) and internal requirements as determined in quality objectives of the ClinBAY QMS.

You will be working in a friendly environment in our offices in Limassol, with the possibility to partially work remotely.

The job tasks listed below outline the scope of the position. The application of these tasks may vary, based upon current business needs.

- Monitor employees' compliance with the company's standard operating procedures (Quality Assurance)
- Set-up and maintain the Quality Management System (QMS) in accordance with internal and external (inter)national standards, regulatory requirements and guidelines.

- Establish and maintain the company's Procedural Document System
- Together with Senior Management set the Quality Objectives of the Company and ensure a regular Quality Review is performed.
- Provide quality support for projects and following up on quality issues.
- Monitor organization actions and ensure compliance of the business with regulations and industry standards.
- Serving as the ClinBAY contact point for information on quality policies and regulations.
- Preparing and submitting required reports to external sponsors, auditors, and agencies.
- Responsible for reviewing, approving and submitting a CAPA plan and ensuring execution of corrective and preventive actions.
- Responsible for the onboarding and training of the new employees in the company and the subcontractors
- Responsible for receiving all randomization files and keeping them in a restricted location on our server until unblinding.
- Review customer requirements and make sure they are met.
- Making suggestions for changes and improvements in Quality.
- Identifying ways to continuously improve quality and compliance with regulations and company policies, procedures, and standards through liaising with managers and other staff.

Requirements:

- BA or Master's degree in a relevant field, such as Quality Management, Life Sciences, Statistics or a related discipline
- Thorough knowledge of international GCP regulations including FDA and EMA regulations, ICH GCP Guidelines and current industry practice.
- Knowledge about quality standards and quality management
- Very good communication, organizational and planning skill
- Good understanding and appreciation of other ClinBAY functions
- Fluency in English (verbal and written)
- Flexibility to adapt to work constraints (timelines, quality requirements) that may be imposed by the business.

Remuneration

In return for your skills and commitment, ClinBAY offers a standard salary & benefits package adapted to your competency and experience. ClinBAY will also strongly support you in your career development path to enhance your skills, knowledge, professional value and well-being at work.

Application

If you are interested in this position, please e-mail a CV in English to the attention of Loizos Nicolaou at career@clinbay.com by May 9th 2025.

ClinBAY is an equal opportunity employer and are committed to creating an inclusive environment for all employees. We celebrate diversity and we do not discriminate based upon race, color, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, marital status or any other characteristics of our employees or applicants.