



QA Systems Administrator

Job Description Summary

Today Lonza is a global leader in life sciences. We are more than 15,000 employees in more than 100 locations around the world. While we work in science, there's no magic formula to how we do it. Our greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

As a member of the Quality Systems group, the QA administrator is responsible for Lonza's IT Quality Systems in [Visp](#) (Documentum Management System, TrackWise and other systems). An experienced professional with a proven track record who proactively supports the organization with regard to compliance and maintenance of conformance to established quality assurance processes and systems.

Key responsibilities:

- Local administrator for IT Quality systems, responsible to assign permissions
- Providing first level support via user hotline
- Maintaining master data for IT quality system
- Writing and maintaining SOPs, provide general administrative support, implement processes improvement

Key requirements:

- Bachelor's degree or equivalent vocational qualification
- Vast experience with significant experience in GMP quality systems and procedures. QA background preferred. Experience in cross-site and multifunctional teams advantageous
- Excellent communication skills, professional manner, good organizational skills, ability to work with multi-functional teams, ability to explain and present complex systems in audits and inspections, able to work to timelines under pressure
- Fluent in English and German

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.