

QA Specialist - 1 year contract

Job ID

REQ-10084275

Jul 27, 2026

LOC_KR

About the Role

Major Accountabilities:

- Accountable for product compliance to local/international regulations as well as Novartis Corporate Quality Policy.
- Ensure that all drug products are released to the market in a timely manner in accordance with the registered specifications and with local/international regulations.
- Manage the effective Change Control process.
- Manages the documentations and archiving of QA data and records to be compliant with local regulations, Novartis Corporate guideline and GMP requirements.
- Conducts the review of the accordance between the analytical testing specifications/methods and registered product license.
- Performs management of analytical method transfer and analytical testing documents transfer complied with both Novartis QM/QD and relevant SOPs under pharmaceutical law.
- Manage external inspections, complaints, deviations, recalls, counterfeits and product tampering according to the Novartis Corporate Quality Manual and local written procedures and implement each CAPA timely.
- Manage technical complaints including reporting to appropriate investigation sites, managing investigation processes, and ensuring that appropriate corrective actions are taken.
- Identifies and reports any quality or compliance concerns and implementation of immediate corrective action as required
- Ensures the readiness for escalation including prompt decision and actions of recall / Market action.
- Report monthly Key Quality Indicators (KQIs) and monitor them and assure that gaps are addressed appropriately in order to mitigate risk.
- Establish a good working relationship with the Supply Chain Management (SCM) / RA departments as well as External Supply Organization (ESO) allowing to keep QA oversight on all partners (e.g. third-party activities).
- Ensures that returned and defective products are managed and disposed in accordance with GMP requirements.
- Ensure reporting and follow up of all spontaneous adverse events (AE) and technical complaints for all Novartis Corporate products according to respective SOP.

Essential Requirement

- Degree in Life Sciences or related fields
- Licensed Pharmacist, eligible to be registered as an Import Manager for the purpose of batch release approval activities.
- Min. 1 year experience in the pharmaceutical industry in a relevant field such as quality assurance, quality control, registration, production or a directly related area.
- Proven ability to proactively and positively address complex challenges, collaborating effectively with cross-functional internal and external stakeholders to drive solutions.
- Demonstrated experience in aligning teams around shared objectives, fostering an inclusive environment, respecting diverse perspectives, and motivating others to achieve common goals.
- Good command in English (speaking and writing)

Role Requirements

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting ~~and~~ inspiring each other. Combining to achieve breakthroughs

that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Quality

Location

LOC_KR

Site

Seoul

Company / Legal Entity

KR01 (FCRS = KR001) Novartis Korea Limited

Functional Area

FCT_QA

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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