

	Description
Function	Corporate Documentation Specialist
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne. hr@acimmune.com
Percentage	Temporary / 100% - available immediately, reporting to Head of QA/RA
Overview	<p>AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases.</p> <p>AC Immune is seeking a Corporate archivist reporting to the QA/RA Senior Associate</p>
Job description/Tasks	<ul style="list-style-type: none"> • Manage Archiving Process ensuring 100% GxP compliance, sustainability and continuous improvement <ul style="list-style-type: none"> ○ Life cycle management of GxP documents in compliance with regulations ○ Enforce Good Documentation Practice ○ Management of paper and electronically-based records ○ Ensure that the access to the archive is controlled ○ Ensure that the storage and retrieval of records is facilitated by a system of indexing ○ Ensure that the movement of records in and out of the archive is properly controlled and documented - traceability ○ Coordinate, train and support the department's archivists ○ Be the contact person towards the internal and external parties • Propose, organize and coordinate Training Programs for documentation and archiving • Generate relevant SOPs
Qualifications	<p>The candidate must have the following qualifications:</p> <ul style="list-style-type: none"> • Fluency in written and spoken English • Eye for details • Team player • IT skills (Excel, word, powerpoint)