**QA Officer | Based in Lytham | £20,000 per annum**

**About the Role:**

Tangerine Holdings currently have an excellent opportunity for a QA Officer to join our team based within our Head Office in Lytham, Lancashire. You will be responsible for providing Quality Assurance support to the Production and Quality departments to ensure ongoing GMP compliance. As an integral member of the team and providing an important function to the business, you will need to have at least two years’ previous experience in a similar role and can multi-task and priorities as appropriate.

**Main Duties** (but not limited to) **:-**

* Receive, log, and investigate each complaint that is received for all companies within the Tangerine Group as per required procedures.
* Oversee all complaints are processed accurately and investigations are appropriate and timely, consulting relevant staff where required.
* Consult relevant Heads of Department to establish Root Cause and CAPA when required.
* Ensure any complaint which indicates a potential serious adverse effect/reaction is notified to the Qualified Person immediately and investigated as per required procedures.
* Perform regular trend reviews of complaints to identify potential quality issues and highlight these as per required procedures.
* Provide reports as required on the trend reviews and summary of complaints.
* Process and review returned stock as per required procedures.
* Receive, log and process requests for change from all companies within the Tangerine Group as per required procedures.
* Regularly review the Change Control Database and liaise with other departments to ensure that changes are completed in a timely manner.
* Update, issue, and obsolete controlled documentation, and maintain the Controlled Document Indexes as per required procedures.
* Review batch records, equipment maintenance and calibration records as per required procedures.

**About You**

* Minimum two years’ experience within Quality Assurance
* Minimum of a 2:1 or above in a Bachelor of Science degree.
* Excellent investigation skills
* Excellent interpersonal, time management and IT Skills.

**About Us**

The Tangerine Group is a privately held company based in Lytham. Within the group are ten limited companies, each operating as stand-alone entities. We specialise in the manufacture and sales of animal health and nutrition products for farm and companion animals, including veterinary and equine products.

We are currently the 2nd biggest manufacturer of Veterinary Nutraceuticals in the world. In addition, we currently distribute to 40 countries in the world and looking to increase this to 80 in the next 5 years.

**Interested?**

Apply online for immediate consideration