



RECORDS & DATA MANAGER – ST. GALLEN

For this newly created role we are looking for a Records & Data Manager for our Regulatory Affairs (RA) department. You will be planning, developing and implementing systemic approaches to protect and manage regulatory documentation. Your responsibilities will include:

- Develop and maintain policies, standards, and guidelines
 - Act as owner and primary author for all RA (= regulatory affairs) records management related policies, SOPs and WIs
 - Administer RA areas within corporate eDMS
- Provide training for staff in relevant Vifor processes, procedures and tools, including specific training and advice to RA staff for:
 - OpenText Content Server (eDMS) application and associated tools
 - TrackWise application and associated tools
 - Standard IT applications such as Windows Explorer and Microsoft Office suite
- Lead selected records management initiatives (within RA or cross-functional)
- Chair relevant intra-departmental teams governing departmental systems document management and regulatory information management
- Conduct departmental records management audits and provide compliance/audit support
- Partner with department staff to resolve document discrepancies and to correct data issues in RA systems
- Provide records management KPI reporting
- Support QA in hosting and responding to external audits and inspections, and presenting information relative to RA
- Participate in cross-functional training groups (Trackwise, eDMS, eArchiving initiative, interdepartmental authoring processes)
- Provide regulatory input into the development and maintenance of global records retention schedules to ensure corporate policies and standards are consistent with Swiss, EU and global regulatory requirements

We would like to welcome the following experience and skills for the role:

- Bachelor or Master degree required (e.g. MAS in Archival, Library and Information Science, MAS in Information Science)
- Previous employment in Records Management
- Expertise with Electronic Document Management Systems (eDMS) such as OpenText, Documentum, Sharepoint, etc.
- Minimum 5 years relevant work experience in a regulated industry (e.g. pharmaceuticals, medical devices, insurance, financial services, transportation or government administration)
- Experience with analysis of data, file structures, format transformations, and data mapping
- Excellent conversation level in English (oral & written)

Please apply through this link: <https://vifor.avature.net/externalcareersDE/JobDetail/RECORDS-DATA-MANAGER-ST-GALLEN/1186>