

Quality Officer- Promedic

PROMEDIC specializes in the distribution of medical equipment and devices as well as the supply and installation of medical gas network

Major: degree in Business Administration, or any related field. MBA is a plus.

Experience: 0-3 years of experience in a similar role

Major Responsibilities:

- Assist in setting up, implementing and controlling the quality and policies, procedures, forms, lists, instructions, charts, etc. in coordination with operating staff in Promedic Holding
- Monitor risk-management procedures, maintain problem logs, and report issues to managers and product developers
- Contribute in developing quality improvement plans
- Help with collecting and analyzing performance data and charts (KPIs, Data Collection, etc)
- Assist in quality internal audits in all Promedic Holding Branches as per established internal audit plan and help set continuous action plan

Additional Requirements:

- ISO 9001 – 2015 Lead Auditor Certification is a plus
- Knowledge in any of ISO14001, ISO45001, and ISO13485 is a plus
- Gender: female
- Preferably from Beirut or Matn area

How to apply:

Kindly send your CV or contact the Career Services Center, Email:

career.services@balamand.edu.lb, Ext. 7801; 7802