

QA/RA Administrator

Salary Range: £21,500 to £24,500

Location: Harrietsham, Kent



Hybrid Working Opportunity

This role is hybrid, requiring the successful candidate to attend our Harrietsham office three days per week, with the flexibility to work from home up to two days a week once deemed competent to work independently. Applicants must be UK-based and live within a practical commutable distance of our office.

Interviews

The job advert closes on **18th April 2025**, with 1st stage telephone interviews during the week commencing **21st April 2025** and 2nd stage face-to-face interviews between **1st May to 7th May 2025**.

The Story:

Established in 1976, Bedfont is an award-winning medical technology company based in Harrietsham, Kent. Its breath analysis medical devices are exported globally thanks to its network of carefully selected distributors.

The Challenge:

Healthcare is evolving and the market for breath analysis monitors is expanding. Bedfont are looking for hard-working, like-minded, and passionate individuals to join the Bedfont Family to help achieve its goal of innovating healthcare worldwide.

The Benefits:

- 25 days paid holiday plus bank holidays
- Private medical insurance
- Subsidised health checks
- Annual optical allowance
- Pension scheme
- Bonus scheme
- Hybrid working
- Employee Assistance Programme (EAP)
- Rewards app
- Referral bonus
- Charity days
- Home office setup allowance
- Social events
- Well-being warriors
- Well-being garden and room
- Cycle to work scheme
- Employee awards
- Free on-site parking
- Training & development opportunities
- Free uniform
- Subsidised Celler8 device
- Subsidised kids club
- Time in service annual leave bonus
- Enhanced Maternity and Paternity Pay

Your Mission:

As a Quality and Regulatory Affairs Administrator, you will be responsible for carrying out administrative duties within the team. The Quality and Regulatory Affairs Administrator will also support the Regulatory Affairs team where necessary with global registrations.

Roles and Responsibilities:

- Organise and chair Risk Meetings, including updating risk documents, taking minutes, distributing minutes and following up on any actions.
- Technical file maintenance including creating templates and documentation.
- Support the QA & RA Assistant with the Change Note Process and any additional tasks.

Bedfont® Scientific Ltd.

Station Yard, Station Road, Harrietsham, Kent, ME17 1JA, England. Tel: +44(0)1622 851122 Fax: +44(0)1622 854860 Email: ask@bedfont.com

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- Supporting the QA Officer with the Post Market Surveillance process, including data gathering, report updating and liaising with department managers internally.
- Updating KPI reports for the QA & RA Department.
- Assisting in dealing with quality non-conformances raised internally.
- Support with registrations where necessary for the RA Team
- Liaising with Distributors and Suppliers
- Submitting confidential documents to Suppliers
- Spreadsheet and Monday board maintenance including the Planning Workbook
- General office administration

Qualifications:

The QA/RA Administrator should have experience with Microsoft software including Word, Excel and Visio.

An NVQ in Business Administration or equivalent would be advantageous however full training will be given.

Desirable Expertise:

- Excellent communication, both written and verbal, and interpersonal skills
- The ability to build effective relationships with customers and colleagues
- The ability to motivate others
- The ability to multitask and think on your feet
- A flexible and adaptable approach to work
- Organisational, IT and administrative skills
- Computer literate
- Good attention to detail

In addition, employees may be required to undertake other duties as may reasonably be required of them. In these circumstances training will be given where it is considered.

Bedfont[®] Scientific Ltd. does not and will not discriminate in the recruitment or managing of staff on the basis of race, colour, religion, gender, age, disability, marital status, sexual orientation and more. We are an equal opportunity employer and Bedfont[®] regards every employee as a member of the Bedfont[®] family and is committed to providing a fair, safe, diverse and welcoming atmosphere. Our application process has been designed so that everyone is able to demonstrate their skills and how they meet the criteria required for the job advertised. All successful candidates will be subject to a digital ID and DBS check. If you are interested in applying for this role, please visit <https://www.bedfont.com/careers> to apply.

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