

Experienced

SRSOFENG

Modules & Polymer Products - Motherson Technology Services Limited (MTSL) - Noida, India

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Modules and Polymer division leads automotive innovation, producing everything from plastic components to complex integrated systems. Trusted by major OEMs worldwide, we also specialise in mould design, tooling, and high-quality upholstery for passenger vehicles. Join us in shaping the future of mobility.

What you'll do

The Job holder will be responsible to support Quality Control labs Systems at Dewas SGO. Responsible for Inventory Management, 21CFR Part 11 Assessment, Qualification & Validation of Quality Control labs systems, IT Admin support on QI GxP systems, Audit Management, QMS Management, Vendor Management, Instrumentation Hardware Support, QI Project Management, Knowledge Management, Backup Management etc.

Areas Of Responsibility

- To provide the IT Admin support on Operating Systems (OS) of Computer Servers, Desktops, Laptops, Industrial PCs, Hand Held Devices etc., which are used Quality Control labs Systems including. For example. User Creation. User Access Right Management. Date & Time Management. OS Policy Management. Backup & Restoration. Installation / upgrade of Operating System, OS Service Pack / Patch management. Anti-Virus Management (if applicable). Periodic review of event logs. Provide support to vendor for fixing IT related issues during breakdowns. Periodic review of security audit trails. Provide support to external support team for fixing IT related issues during breakdowns. Maintain inventory list of Quality Control labs System including installed at site. 21 CFR Part 11 Assessment and Implementation. Prepare and maintain IT related SOPs (as applicable) for Quality Control labs Systems. Perform / participate into qualification and validation of Quality Control labs Systems from IT for various IT Admin roles. Review of qualification and validation documents of Quality Control labs Systems from IT perspective covering 21CFR Part 11

What we are looking for

- Review & verification of Corrective Action Plan identified for Quality Control labs Systems during internal and external audits.
- Responsible for initiation of CCR and handling of Deviation, Investigation, CAPA in QMS System with respect to QI activities.
- Coordination with vendors / supplier / service providers for all necessary services, inputs and supply required from IT perspective.
- Participate in initiation, planning, development, testing, validation, implementation, documentation and post implementation support into IT & Automation Projects into QC Area.
- Provide Training to trainees on SPIL Specific and Activity based Trainings if applicable.
- Handling of any other activities / tasks allotted by department head in line with the scope of work defined and mutually agreed between two parties.

What we offer

- Career growth
- Inclusive workplace culture
- Global exposure and collaboration
- Connect, engage and Reward
- Learning & Development Programs