

Quality, Compliance & Risk Manager – Virtus Diagnostics

Location: Brisbane, Sydney or Melbourne

Employment: Full time

- Genuine career progression
- Education and training opportunities
- Flexible work location opportunities

About the Company

When joining Virtus Health, you join the fourth largest provider in fertility services in the world with a global presence and leading reputation. The Virtus Health Group provides the highest possible standard of fertility treatment, same-day surgery and reproductive genetics in a compassionate environment, with a network of facilities throughout the world.

About the Role:

We are expanding our Quality, Compliance & Risk team. We are searching for a passionate Quality, Compliance & Risk Coordinator to assist in monitoring, administrating and maintaining the Quality & Compliance culture in our Diagnostics Team.

As the Coordinator, your primary responsibilities will be to manage and oversee communication forums, support the business in reporting and monitoring incidents, work closely with regulatory bodies and manage compliance registers. Other tasks will include but not limited to:

- General administrative duties
- Maintain and monitor quality registers
- Incident management including, reporting incidents in consultation with the Manager, reviewing trends and monitoring workers compensation claims
- Support departments with quality related topics
- Participate in WHS Committees
- Monitor training needs within the organisation
- Assist and support in audit preparation

Your skills and experience:

- Experience in NATA and ISO 9001
- High level of written and verbal communication skills
- Extremely high level of attention to detail
- Proficient with Microsoft Office, Excel and Powerpoint
- Ability to work independently as well as part of a team
- Minimum of two years in administrative or similar role

Our Culture:

At Virtus Health we strive to create a dynamic and high-performing environment that is purpose-driven and values-led. We empower our people to use their experience, skills and knowledge to drive value across our organisation. Our success is the sum of our people and we aim to help develop the skills, careers and passion of our employees to unlock their true potential. Apply now to join the future of fertility!

How to apply:

Send your CV and cover letter to Veronique Loyer: Veronique.Loyer@ivf.com.au