

Quality Administration Support (m/f/d) Fulltime or Parttime (minimum 24h/week) – Hybrid

We are looking for a person who can support our quality team in data and documentation management such as quality control results and other related topics. Quality experience is not a must, as long you can work in a structured and organisational way. Students are very welcome for application.

At dsm-firmenich people are at the heart of the company. We are committed to equal employment opportunities and value diversity in the workplace.

Your key responsibilities

- Execute traceable identification and documentation of samples and results in Laboratory Information Management System (LIMS)
- Maintain master data in LIMS in order to ensure proper documentation of analysis data
- Provide easy and proper usage of data and document for Competence Centers and Regulatory Affairs department for labels, product specifications, Certificates of Analysis, etc.
- Provide analysis reports and quality control relevant information according to customer requests
- Keep track of analysis projects (ringtests, complaints...) and evaluate the resulting data in order to provide a basis for decision-making

We bring

- The opportunity to work for a company where sustainability is much more than a claim and is core to our strategy and purpose;
- A flexible work environment that empowers people to take accountability for their work and own the outcome;
- Barrier-free communities within our organization where every employee is equally valued and respected – regardless of their background, beliefs, or identity;
- A firm belief that working together with our customers is the key to achieving great things;
- An eagerness to be one team and learn from each other to bring progress to life and create a better future;
- Attractive benefits such as optional Klimaticket for whole Austria (after 6 months of employment), supported canteen, company sports programs, accident insurance for work and private incidents, fresh fruit and free drinks, etc.
- We offer you an income based on your qualifications and market conditions, with a minimum annual gross salary of €39.200 on a fulltime basis.
- Your place of work: Getzersdorf/Hybrid
- Type of employment: Full time or part time with minimum 24 hours / week, temporary contract for 12 months



You bring

- Interest in quality topics
- Structured and organisational way of working
- Good data management skills, MS office and other system knowledge
- Fluent English knowledge, German would be a plus
- Know-How of LIMS would be beneficial

Our application process

Interested in this role? Then please apply online via our career portal.

The process is basically based on the dsm-firmenich application procedure, which is described on the dsm-firmenich career website. For data protection reasons, we can only accept and process applications via our career portal.

For further information, please contact Vanessa Kolm, P&O Assistant, vanessa.kolm@dsm.com.

Equal opportunities commitment

dsm-firmenich is fully dedicated to inclusion because when people feel engaged and empowered, their creativity and innovation drives unprecedented progress. We aim to build a workplace where opportunity really is equal, so everyone can thrive. We do not discriminate: there's a place for everyone at dsm-firmenich.

dsm-firmenich is an Equal Opportunity and Affirmative Action Employer. dsm-firmenich people are as diverse as our customers. For us that includes a commitment to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job-related reasons regardless of an applicant's race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, marital status, genetic information, protected veteran status, or any other status protected by law.

We are committed to providing reasonable support for disabled applicants in our recruiting process. Should you need assistance, and are comfortable to share this, please let us know.

About dsm-firmenich

As innovators in nutrition, health, and beauty, dsm-firmenich reinvents, manufactures, and combines vital nutrients, flavors, and fragrances for the world's growing population to thrive. With our comprehensive range of solutions, with natural and renewable ingredients and renowned science and technology capabilities, we work to create what is essential for life, desirable for consumers, and more sustainable for the planet. dsm-firmenich is a Swiss-Dutch company, listed on the Euronext Amsterdam, with operations in almost 60 countries and revenues of more than €12 billion. With a diverse, worldwide team of nearly 30,000 employees, we bring progress to life™ every day, everywhere, for billions of people.
www.dsm-firmenich.com