

3D Systems Leuven is hiring a

DOCUMENT CONTROL & QUALITY ADMINISTRATOR

ABOUT 3D Systems Belgium

3D Systems Belgium, formerly known as LayerWise, is a dynamic and leading enterprise specialized in 3D Printing of metal components. 3D Systems Belgium is part of the international company 3D Systems.

3D Systems is a renowned developer of 3D-printers and a contract manufacturer of 3D printed parts. The synergy of both activities makes us a strong innovation partner for customers in the industrial and healthcare sector. We believe in a culture of open communication, supporting each other and the value of trust & respect for the individual.

JOB DESCRIPTION

We are looking for a highly organized and detail-oriented **Document Control & Quality Administrator** to join our Quality Systems team. Based in our Leuven office, you'll manage document and change control workflows within our electronic Quality Management System (eQMS) and provide essential support to our quality teams. The ideal candidate is tech-savvy, precise, and able to collaborate effectively across departments to help ensure compliance with regulatory standards. Be the cornerstone of quality and help us transform compliance into our competitive advantage!

RESPONSIBILITIES

- Manage document workflows: ensure proper routing, review for completeness and formatting, and maintain compliance with industry standards.
- Support internal and external audits and organize practicalities.
- Archive and maintain training records and other quality documentation.
- Provide general support to the quality teams, such as complaint closure, KPI reporting, scheduling, and other administrative tasks.

PROFILE

- Minimum bachelor's degree or equivalent by experience.
- At least 2 years of experience in document control and/or change management within a regulated industry strongly preferred.
- Knowledge of Good Documentation Practices (GDP) and document control principles.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); experience with electronic Quality Management System (eQMS) is preferred.
- Familiarity with ISO 13485, FDA 21 CFR Part 820, MDR, or AS9100 compliance is a plus.
- Fast learner, proactive mindset and able to thrive in a fast-paced environment.
- High attention to detail, integrity and strong problem-solving skills.
- Excellent communication and collaboration skills, capable of delivering outstanding internal customer support.

WE OFFER

- A challenging job in a young and dynamic team
- A competitive salary and additional non-statutory benefits
- Career opportunities in a global company with growth opportunities

INTERESTED?

Please send your resume and motivation mail in English to: BelgiumCareers@3dsystems.com