CHEMI PHARMACEUTICAL INC.

1435 Bonhill Rd. Units 37-38
Mississauga, ON L5T 1V2
www.chemipharmaceutical.com

JOB DESCRIPTION

JOB TITLE:

QA Associate/Reviewer

RESPONSIBILITIES:

- Ensure all projects are completed following the SOPs and quality standards.
- Provide leadership in applications of analytical sciences to the development of client's products.
- Writing and reviewing quality documents.
- Preparing and documenting processes and procedures to be performed by company staff and to be validated and inspected by external auditors from clients and regulatory agencies.
- Conducting laboratory and process out of specification, deviation and customer complaint investigations.
- Managing and monitoring internal audit system for compliance and efficiency.
- Preparing and presenting reports for external and internal users.
- Presenting training sessions to the lab personnel.
- Sustain and improve the relationship with clients.
- Comfortably and quickly communicate with clients through e-mail, phone, fax and face to face.
- Must be able to work well with limited supervision in fast pace environment**.**
- Prioritize multiple tasks.
- Method validation protocol/report writing
- Occasionally performing method development/method validation and QC bench work

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- M.Sc. or Ph.D. in chemistry or related.
- More than 3 years of previous QA/Project Leader experience in pharmaceutical laboratory.
- Bench work experience will be beneficial.
- Excellent GMP, GLP, and FDA compliance knowledge.
- Proficiency in Microsoft Word and Excel.
- Excellent interpersonal and communication skills and organizational skills.
- Fluent in English (both oral and written).

Please, e-mail your resume to mail@chemipharmaceutical.com
or fax it to (905) 670-8006

Only candidates selected for an interview will be contacted.