Code: 2520

Title: Quality Assurance Associate
Location: Northridge, Ca
Department: Quality and Regulatory

Description: This Quality Assurance Associate will actively participate in many functions associated with the quality and regulatory department. This position is responsible for providing support to maintain compliance with regulatory/accreditation agency requirements; including performance of document control activities, assisting with the performance of internal audits, batch record reviews and maintenance of the tracking system for quality system reporting. This individual may also provide support related to donor deferral activities.

Responsibilities:

- Helps manage the electronic document control system and provides support to ensure that electronic copies and original hard copies of SOPs, validation plans and other regulated documents are maintained.
- Assists in the management of the library of printed documents, manuals and reference materials.
- May assist with employee training on Document Control SOPs and use of electronic document control System.
- Provides clerical support necessary to ensure licensure, certification, accreditation and registration files are properly maintained
- Assists in maintaining the tracking system and database for all quality system reports, including deviations, exceptions, complaints, etc.
- Performs initial processing of quality system reports.
- Assists in compiling statistical reports based on the quality system database
- Provides clerical support for activities associated with supplier management
- Assists other departmental staff with maintaining documentation related to donor deferral activities.
- Assists in the preparation for inspections or during the inspection process.
- Manages documentation and files related to internal audits.
- Assists with or independently performs internal audits.
- Maintains confidentiality of materials and information.
- Performs all job functions in compliance with internal Standard Operating Procedures, Current Good Manufacturing Practices, and all applicable regulatory and accreditation requirements.

Requirements:

- Meets department quality standards.
- Good time management skills; ability to complete assignments within established timelines.
- Knows and follows safety rules relative to area(s) or responsibility.

- Follows Standard Operating Procedures (SOPs) and Current Good Manufacturing Practices (cGMPs) and external regulations regarding the products and procedures.
- Discretion in handling confidential and sensitive matters

Education, Experience and Licensure

- High school diploma or comparable education, required.
- Associates degree or equivalent preferred.
- 2+ years related QA experience
- Knowledge of general office procedures and equipment
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

Pay Range: BOE

Posted Date: December 19, 2018

We are an EOE employer - M/F/D/V