BioScreen® Testing Services, Inc.

Quality Assurance Document Control Specialist

BioScreen Testing Services, Inc a well-established consumer product-testing laboratory, providing services to the Pharmaceutical/ Biotech, Medical Device and OTC/Personal Care industry is currently seeking a Quality Assurance Document Control Specialist.

Growing GMP laboratory has immediate opening for a QA Document Control Specialist. Responsibilities include maintaining and administering controlled document system, including standard operating procedures, test methods, forms, and supporting documents.

Job Summary:

Administer routine QA activities directly related to data entry, issuing, editing, filing, and archiving of quality systems data and documentation. Works with the QA department for data archiving of documents including, but not limited to, SOP's, forms, methods, notebooks and DCR's.

Applicants must possess strong communication / organizational skills and ability to work as part of a team. Must be detail oriented multi-tasker and thrive in a fast paced environment. Proficient in use of Microsoft Word and Excel required. Familiarity with electronic document control system (CompliantPro) preferred.

High School Diploma with two (2-3) years relevant experience.

Email resumes to jobs@bioscreen.com

Visit our website at www.bioscreen.com

Local candidates only.

Company requires background check and drug screen prior to employment.

No phone calls.