

## **Quality Assurance Associate - Brantford**

### **Key Responsibilities:**

- Assist in developing, managing, reviewing, approving and maintaining current Standard Operating Procedures (SOP's)
- Assist and support the implementation and maintenance of an efficient system for reviewing and releasing finished product, active pharmaceutical ingredients, medical devices and natural health products.
- Review QA documentation, including but not limited to, change controls, deviations, complaints, CAPAs, stability program.
- Participate in regulatory compliance and GMP audits for the company and other clients as and when required.
- Assist with the Annual Product Quality Report (APQR) Program. (Review the reports for each marketed product to ensure compliance with Market Authorization and GMP)
- Assist in maintaining the Establishment Licenses (DEL, MDEL, NHP Site License) in accordance with Health Canada requirements. Prepare documentation for submission of renewal applications and amendments.
- Ensure compliance with new regulations implemented by HC, FDA and global regulatory agencies.
- Maintain effective communications between the company, suppliers and agency representatives.

### **Pre-requisites:**

- Bachelor's degree, with Quality Assurance experience
- Good knowledge of MS office and databases
- Outstanding communication skills
- Great attention to detail and results driven approach
- Attention to detail and highly organized