

Job Description Form
Job Description # JD059

Job title: Quality Assistant
Department: Quality Assurance and Regulatory Affairs
Location: Bloomington, IN
Position Type: Full-time, non-exempt
Reports to: Senior Quality Specialist

General Description

1. Document Management
 - a. Assist Document Control with scanning and filing controlled documents such as Standard Operating Procedures (SOPs), product disposition packets, validation protocols, deviations, change controls, corrective and preventive actions, audit forms and reports.
 - b. Maintain master SOP binders for Document Control.
 - c. Ensure document control and retention of client-related documents and internal files.
 - d. Assist with management of the Electronic Document Management System (EDMS).
 - e. Learn and perform functions in compliance with current Good Manufacturing Practices (cGMPs).
2. Reception
 - a. Greet and serve visitors (in-person) when necessary and manage main switchboard voicemail.
3. Other:
 - a. Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures
 - b. General support required of a company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business.

Characteristics required include:

1. Ability to perform processes consistently to ensure accuracy and completeness of records.
2. Excellent communication skills – verbal, written.
3. Customer service oriented.
4. Trustworthiness and personal integrity – able to maintain a high degree of confidentiality.
5. Positive attitude and good judgment.
6. Excellent time management, organizational and computer skills.

Work Experience Requirements

1. Experience using Microsoft Office and document management systems preferred.
2. Experience working in a GMP environment desirable.

Education Requirements

1. Minimum of high school diploma.

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