

Job posting

Title: QA Associate (junior position)

Reports to: VP Business Development and Scientific Affairs

Description

Searchlight Pharma is seeking a knowledgeable and motivated junior professional capable of working effectively in a dynamic, multi-disciplinary team environment. The successful candidate will assume a full-time employment role in the capacity of QA Associate in the Scientific Affairs department. Working with a senior team member, the candidate will be responsible for all routine Quality Assurance activities for the company. Most of the candidate's time will be spent on Quality Assurance matters, with approximately 20% of the time spent assisting the Operations team on product logistics.

Duties and responsibilities

- Release of Searchlight's products to the Canadian market according to established procedures in order to meet the products' Marketing Authorizations and applicable Canadian regulations;
- Process product returns and product destructions;
- Receive, manage and investigate product quality complaints;
- Communicate with sub-contractors, suppliers, and 3rd party warehouse partner for issues relating to the products;
- Prepare, maintain and review various QA reports & documents (including change controls, deviations, product quality complaints, CAPAs, various logs, product artwork, product files, etc.);
- Assist with the Standard Operating Procedures (SOPs) program;
- Assist with some annual Quality Assurance obligations (Annual Product Quality Report (APQR), batch records review, products stability programs, product retention program, Quality Agreements, SDEAs, etc.);
- Assist and support senior QA colleagues in various tasks (higher level investigations, audits, supplier qualification program, self-inspection, product recalls, regulatory reporting, regulatory inspections, etc.)
- Assist in maintaining the Establishment Licenses (DEL, MDEL, NHP Site License) in accordance with Health Canada requirements by preparing documentation for submission of renewal applications and amendments;
- Support the Operations team by:
 - Overseeing product demand vs. contractual production lead times and partner requirements to ensure appropriate product supply levels;
 - Preparation and issuance of Purchase Orders for products;
 - Management of product inventory and freight logistics.

Qualifications

- Holds a Canadian university degree or a degree recognized as equivalent by a Canadian university or Canadian accreditation body in health sciences;
- Demonstrates basic knowledge of current Good Manufacturing Practices (GMPs) and/or Good Laboratory Practices (GLPs);
- Practical experience in Quality Assurance Management in the Pharmaceutical industry an asset;
- Bilingual English / French is mandatory
- Good knowledge of MS office;
- Outstanding communication skills;
- Attention to detail and highly organized.