

Job Title: Quality Assurance Specialist I

List Biological Laboratories, Inc. is a privately held company located in Campbell. The company specializes in the production of both native and recombinant bacterial toxins used for research purposes as well as GMP toxins and live biotherapeutic products, for exciting and emerging industry, for use in clinical trials use.

List Labs offers a congenial small company environment, tremendous opportunities for learning a variety of skills and the convenience of working in the South Bay Area.

We are currently seeking a Quality Assurance Specialist I to fulfill a critical role in the Quality Assurance Department to assure compliance to cGMP and other applicable regulatory requirements, including assisting with material disposition, audits, and documentation review. The Quality Assurance Specialist will be responsible for performing internal audits, collect required documentation for release of raw materials, manage documents and assist supervisor as needed. We are looking for a candidate with strong organizational skills, good documentation skills and a strong desire to work in the Quality department.

Key Responsibilities

- Reviews material release documents.
- Maintains the document control program.
- Maintains the equipment validation program.
- Ensures completeness and accuracy of information contained in all documents, document files, databases, and documentation systems.
- Performs logbook documentation audits for cGMP regulated logs and SOPs.
- Performs Line Clearances for cGMP processes.
- Creates cGMP labels, reviews and reconciles cGMP label generation.

Requirements and Qualifications

- BA/BS degree preferably in biological sciences or related field or equivalent experience.
- Ability to write standard operating procedures, specifications and technical reports
- Strong interpersonal, communication, analytical and organizational skills
- Proficient in Microsoft Office applications (Word, Excel, Access)
- Pharmaceutical industry experience is preferred

****If hired, List Labs will require that you provide evidence of your legal right to work in the United States. List Labs will not sponsor applicants for work visas at any time during recruitment or employment.**

****No relocation/local candidates only.**

link for application: <https://www.ziprecruiter.com/job/50203506>