



Working with the leading pharmaceutical and biotechnology companies worldwide, MD Biosciences is looking to strengthen our quality assurance team with the addition of a Quality Assurance Specialist in our Oakdale, MN location. This position is diverse and provides many interesting opportunities to the person looking for a dynamic, growing position.

Job Title

Quality Assurance Specialist

Position Summary

This person will be responsible for assisting in the maintenance and function of the quality management systems at MD Biosciences. This person should have a background in and knowledge of quality systems in a laboratory setting and preferably have experience in a CLIA &/or GLP-regulated environment.

Essential Job Functions

1. Manage of the MDB Document Control System including writing, reviewing and approving policies, procedures and forms as well distributing documents for review, approval and training.
2. Filing and archival of documents and study files.
3. Participate in the problem/investigation/CAPA and deviation systems.
4. Performance of internal study inspections.
5. Assist with external inspections/audits from regulatory/accreditation bodies and clients.
6. Maintain laboratory equipment including equipment setup, retirement, and coordination of calibration and maintenance.
7. Maintain training documentation and employee files as required by regulatory and accrediting agencies.
8. Assist with testing and validation of new laboratory information system (LIS) programming.

Essential Job Skills

1. Excellent verbal and written communication skills.
2. Working knowledge of Microsoft Office along with the ability to learn new software easily.
3. Possess a high degree of discretion and confidentiality.
4. Attention to detail and problem-solving skills.
5. Ability to prioritize and organize multiple tasks.
6. Ability to work independently and problem solve.

Education and Experience Requirements

1. Bachelor's degree in a science-related field, preferred
2. 1 to 2 years relevant experience

This is a full-time, permanent position. Salary will be commensurate with experience. Email resume to jobs@mdbiosciences.com.