



QUALITY ASSURANCE COMPLIANCE ASSOCIATE (12-month contract)

PNP Pharmaceuticals has rapidly grown to become one of Canada's largest contract manufacturers of nutritional supplements. We provide unique and innovative formulations to our client's specifications. Today PNP Pharmaceuticals manufactures nutraceuticals and OTC products for markets worldwide.

We are currently seeking a full-time **Quality Assurance Compliance Associate** to complete a 12-month maternity leave contract. This position is 40 hours a week, Monday to Friday, 9:00 am to 5:00 pm.

LOCATION: 9388 North Fraser Crescent, Burnaby, V5J 0E3, Glenlyon Business Park. Accessible by bus. Free parking available.

RESPONSIBILITIES:

- Co-ordinates, schedules and participates in the Internal Audit program. This includes preparing inspection reports and assisting in the investigation of root cause, ensuring appropriate corrective and preventative actions are taken and close-out of the audit reports.
- Key contributor to the development and delivery of the Company-wide on-going GMP training program. This involves monitoring of internal quality and compliance systems for trends as well as external sources for key areas of focus or changes to regulations/guidelines, developing training modules, scheduling, delivery of training to personnel, performing effectiveness checks and ensuring required training records are maintained.
- Coordinates the Product Complaint & Returned Goods system - coordinating investigations, writing reports, ensuring appropriate corrective and preventative actions are identified and implemented, and documenting closeout.
- Reviews vendor/contract manufacturer's qualification forms/reports/vendor questionnaires and ensures required assessments and any follow-up actions have been completed.
- Reviews and approves investigations and CAPA plans. Monitors effectiveness of the Deviation program.
- Writes, updates and reviews SOPs, reviews change control requests. Co-ordinates meetings and discussions towards conclusions on operational or systematic changes through Change Control for management review and approval.
- Completes compliance impact assessments, reviews delegated change requests, and participates in or coordinates implementation of major system changes.
- Provides technical support in investigation of customer queries, OOS/OOT investigations, stability/shelf life assessments, completion of customer GMP questionnaires, review of customer specifications/methods, coordination of customer quality agreements, and approval of contract testing results, as required.

REQUIREMENTS:

- BSc in a scientific discipline.
- Experience with regulatory compliance and quality experience in the Nutraceutical and Food Industries (i.e. Regulatory, QA, HACCP, NSF, Organic, etc.).
- Strong practical experience in interpretation and application of cGMP nutraceutical and food regulations and guidelines (Canada, USA).
- Proven experience in effective auditing techniques covering documentation, system operations, and operational activities in pharmaceutical environment.
- Detail-oriented with strong analytical, investigative and technical report-writing skills.
- Effective communication (verbal and written) skills.
- Experience in a pharma production environment is an asset.

Please send your cover letter and resume to Helen Lam, HR Advisor, at **helen.l@pnppharmaceuticals.com**. We thank you for your interest in PNP Pharmaceuticals Inc. but only shortlisted candidates will be contacted for an interview. For more information on PNP Pharmaceuticals, please visit our website at www.pnppharmaceuticals.com.