



Project Administrator - Quality Assurance

Rocky Mountain Poison and Drug Safety, a division of Denver Health, presents the following career opportunity for a Project Administrator - Quality Assurance:

Under minimal supervision, this individual will be responsible for the administration of RMPDS Quality Assurance activities including, but not limited to internal audits, internal client audits, software application validation, CAPA activity and management of ISO 9001:2015 compliant documentation. Flexibility to participate in a wide variety of projects, as well as good communication and leadership skills in a team environment are a must for this position. Experience working in a GMP and/or ISO regulated facility is a plus.

Education: Bachelor's degree and/or equivalent work experience.

Experience: Typically, five (5) to ten (10) years Quality Assurance experience with emphasis in Quality Control, Documentation Control and Data Center, Internal Audits, Corrective Action, Training, Receiving Inspection, and Supplier Quality Assurance.

Knowledge, Skills & Abilities: Compliance related to cGMP, ISO, or other government related quality systems preferred. Experience in quality management systems. Must be familiar with PC's and various PC-based applications i.e. Word, Excel, Access and PowerPoint, utilizing commands and basic formulas. Must have strong hands-on leadership skills

Certificate/License/Registration: Must be a Certified Lead Auditor or be able to be certified within a year. All Certifications and Licenses required for this job must be kept current as a condition of continued employment.

Apply (soon) online at www.denverhealth.org - Requisition # 1177

Salary range: \$59,059 - \$88,588 depending upon experience. Full Denver Health benefits.

ABOUT RMPDS

Established in 1956 as a department within Denver Health, Rocky Mountain Poison & Drug Safety provides specialized research, education, prevention and treatment services to meet the unique and complex needs of public health, government agencies, and the pharmaceutical and consumer products industries. RMPDS employs over 200 industry professionals and provides solutions that span the lifecycle of a drug or consumer product. Our Poison Center & Health Information and Drug & Consumer Product Services groups provide 24/7/365 contact center communication, exposure management, and toxicology consulting. We offer research, analysis, and surveillance, and consulting through our Research & Consulting Services group, including our industry-leading RADARS® system.

For additional information please contact:

Jim Booth

Sr. Recruiter

Rocky Mountain Poison & Drug Safety (RMPDS)

A Division of Denver Health

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