POSITION INFORMATION

Job Title:	Document Management and Training Specialist	*Job Requisition #*	
Department:	Quality	*Report To:*	Quality Assurance Manager
Location:	STAQ Pharma, Inc.	*Travel Required:*	No Travel Required
Level:	Non Manager	*Position Type:*	

JOB DESCRIPTION

Summary	The Document Management and Training Specialist is responsible for oversight activities including managing the GxP Document Control, Labeling, and Training Systems while ensuring compliance to quality objectives and regulatory requirements.
Roles and Responsibilities	<u>Document Management</u> • Manage the preparation, routing, review, approval, distribution, and archival of new and revised controlled/managed documents (i.e. batch records, SOPs, WI's, etc.) • Reviews documents submitted to ensure the correct use of templates and document types. • Leads the Label process. • Performs advanced word processing and assists personnel in resolving document format issues. • Collaborates with cross-functional departments to ensure timely implementation of document change requests. • Organizes and ensures accurate and reliable filing systems for all paper based GxP documents. <u>Training</u> • Collaborates with each department to ensure proper job level and task level curriculums are developed and assigned. • Collaborates with site functional managers and SMEs on the creation, delivery, and evaluation of training content (new employee orientation, classroom training). • Manages tracking of course revisions, history and training completion data. <u>General</u> • Develops, tracks, and communicates site metrics to management. • Supports audits (internal & external) in order to verify that regulatory and quality requirements have been met. • Performs other duties as required.

Qualifications and Education Requirements	Minimum of 2 years of technical writing/document control experience in the pharmaceutical/biotech or equivalently regulated industry. Proficient with the Microsoft Office suite (i.e., Word, Excel, Visio, PowerPoint, etc.) and Adobe. Comfortable in a fast-paced small company environment with minimal direction and able to adjust workload based upon changing priorities. Demonstrates ability to perform detail-oriented work with a high degree of accuracy. Effective written and oral communication skills. Effective time management and interpersonal skills. Possesses initiative and is proactive.
Preferred Skills	Knowledge of training processes/systems and regulatory requirements (21 CFR Part 11/210/211). Familiarity with course design and development.
Additional Notes	To apply for this job, go to Indeed or email amathai@staqpharma.com for more information.