

PROJECT ADMINISTRATOR - QUALITY

REQUISITION #R9714

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 quality system 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 organization is a plus.

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

Experience: Typically, four (4) to six (6) years Quality Assurance experience with emphasis in Quality Control, Quality Assurance, Documentation Control, Internal Audits, Corrective Action, Customer Complaints, Training, 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 various Microsoft Suite applications i.e., Word, Excel, and PowerPoint, utilizing commands and basic formulas. Knowledge on the use of Smartsheet is a plus. 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 online at www.denverhealth.org - Requisition #R9714

Salary range: \$65,190 - \$97,785 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 120 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)
1391 Speer Blvd, 6th Fl M/C 0180 | Denver CO 80204
Office 303.389.1316 | Fax 303.389.1119
Jim.Booth@rmpds.org | rmpds.org