

Job Requisition # R17-068

Job Posting: October 19, 2017

Closing: October 24, 2017 – 4:00 pm

JOB TITLE: QA Associate - Document Control

SHIFT: DAYS (7AM – 3PM)

JOB SUMMARY:

The QA Associate -Document Control is highly motivated to ensure accuracy of the controlled documents within our Quality Management System. The QA Associate Document Control is responsible for all aspects of document control including processing documents for updates, follows up on pending changes and makes minor corrections when required. By joining a culture of purpose you will be making a positive difference in the quality of life for people in over 80 countries.

TOP SKILLS & ABILITIES DESIRED

- Having demonstrated a proven ability to work in a safe and efficient manner at all times
- To succeed in this position the candidate must have excellent interpersonal skills and understand the importance of developing and maintaining cohesive team relationships
- The ideal candidate is extremely organized with a keen eye for details
- Strong written and verbal communication skills
- Thrives working independently with minimal supervision and has a demonstrated self-motivated ability to meet tight deadlines in a fast paced environment through effective time management and multitasking skills
- Is highly motivated, taking pride in their day to day responsibilities which translates to a very high degree of accuracy
- Must be comfortable as a liaison between multiple departments
- Proficient with computers using Microsoft applications- word and excel
- The candidate must be flexible to work overtime as required
- Excellent time management skills with the ability to meet tight deadlines

EDUCATION / EXPERIENCE

- The successful candidate will have experience working in a fast passed manufacturing facility, conforming to requirements of a quality management system.

The following would be considered an asset:

- Post-secondary education in Quality Assurance, Business Administration or a science-based discipline, and/or a minimum of 2 years' experience in a Quality Assurance role
- Experience with paperless document control such as UniPoint and manufacturing ERP systems such as VISUAL

Training in Quality Assurance Fundamentals will be provided to the successful applicant!

CAREER PATH

The career path for QA/RA Associate includes QA/RA Technician, QA Associate - Document Control, Quality Specialist or branching off into other departments and rolls, such as: Production Supervisor or Engineering Associate. We take pride in employing and providing fulfilling careers to passionate people who care about improving patient care.

Thank you for taking the time to submit your resume to jobs@southmedic.com



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