

### Quality Control - Assistant Manager

#### **Job Responsibilities:**

- Develop and maintain quality system in compliance with related requirements for testing of BioNeutra materials, reagents, and products.
- Manage QC related operations and activities. Conduct routine QC testing and prepare test reports.
- Plan and conduct method validation.
- Prepare and update quality policies, QC procedures, and related record templates.
- Prepare SOPs according to the developed methods for routine QC testing.
- Train junior staffs to follow requirement and procedure for routine testing.
- Compile final QC package and forward to QA for review.
- Work with QA for any required quality investigation and to resolve any QC related issues.
- Perform set up, calibration and maintenance of laboratory equipment such as HPLC, Biolumix etc.
- Assist production group to maintain lab and methods for production in-process monitoring testing.
- Work with production group to resolve any related issues for in-process testings.
- When needed, assist BioNeutra contract manufacturer for QC method set up and resolve QC testing related issues.
- Participate in R&D projects.
- Other duties assigned.

#### **Education and Experience:**

- B.Sc/MSc in Chemistry/Biochemistry/Biology or similar discipline. MSc is preferred.
- Over 3 years research and/or QC testing experience in food, NHP, pharmaceutical or related areas.
- Good understanding of Health Canada and FDA regulations and GMP requirements for food and functional food ingredients.

#### **Skills:**

- Good technical writing and verbal communication skills.
- Good computer skills.
- A working knowledge of statistical analysis.
- High attention to detail and process.
- Self-starter and team player.
- Strong interpersonal skills
- Ability to multi-task efficiently.
- Creative problem solving skills.
- Excellent organisational skills.
- Ability to communicate well across disciplines.
- Works well in a fast-paced environment with changing multiple priorities and frequent interruptions.

**To apply, kindly send your resume to Dr. Vinti Goel, VP of Regulatory & Scientific Affairs, at [vinti.goel@bioneutra.ca](mailto:vinti.goel@bioneutra.ca).**

