

Position: Quality and Business System Specialist Revision Date: Oct 1, 2018

Position Summary:

This position is responsible for maintaining the quality documentation systems for business procedures and technical procedures, providing administrative support to MED personnel and providing customer service. Quality training will be provided.

Responsibilities:

- Maintain master copies of controlled documents and a master list identifying the current revision status of documents which is readily available to preclude the use of invalid and/or obsolete documents;
- Check work products such as procedural standards, study document sets, SOPs and forms to assure conformance to the requirements of applicable standards;
- Provide administrative support related to business and quality systems as needed, which may include but is not limited to correspondence, word processing, development of various documents and presentations, general organization and database entry;
- Coordinate business activities and events;
- Maintain and facilitate an inventory of supplies; and
- Provide great customer service via in-person, multi-line phone, intranet, and internet communication.

Essential Qualifications:

- B.S. degree preferred.
- Detail oriented.
- Excellent organizational and prioritizing skills.
- Excellent written and verbal communication skills with good grammar and spelling.
- Able to effectively communicate with employees from a wide range of backgrounds and education levels.
- Conscientious person with good work ethic.
- Present a professional and personable demeanor in interactions.
- Knowledgeable of MS Word, MS Excel, and MS PowerPoint.
- Able to understand global standards GXP and ISO standards (training will be provided).
- Able to understand and accept requests with an “I can help you” attitude.
- Teachable, positive attitude with a genuine willingness to learn.
- Ability to handle multiple and changing priorities along with fluctuations in work load.

To apply for this job posting, please submit your resume and/or cover letter to askmed@medinstitute.com.