Quality Services Associate

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Can you imagine a career that touches the lives of people everywhere? Can you imagine yourself working in a fast paced and dynamic workplace where rapid decision making, entrepreneurial initiatives, customer service and community become your new vision? A vision that drives our growth and success…if so, then Paladin is the place for you!

Paladin Labs Inc., headquartered in Montreal, Canada, is a specialty pharmaceutical company focused on acquiring or in-licensing innovative pharmaceutical products for the Canadian market. Paladin has a focused marketing and sales organization that has helped it evolve into one of Canada's leading specialty pharmaceutical companies. Paladin Labs is an operating company of Endo International plc, a highly focused generics and specialty branded pharmaceutical company.

We are a dynamic and fast growing organization. Paladin is constantly looking for great people to contribute to our growing business. We believe in empowering our employees by giving them the freedom to raise new ideas and encourage decision making in an environment that fosters the growth and development of each individual. Paladin's culture is committed to building our business as well as our community, helping others, encouraging integrity and inspiring people to make a difference.

Position Summary

The Quality Services Associate is Member of the Quality group providing support for various aspects of GMP documentation, release, and support of the quality systems. The Quality Services Associate assists with internal and external quality operations and systems, such as products releases, training, change control, deviations, and general compliance as applicable, and helps assure compliance with current GMPs and regulatory agencies.

Reports To

Manager, Quality Services

The successful candidate will be responsible for:

- Review all aspects of pharmaceutical manufacturing (Batch records, CoA, CoM/CoC) and evaluate any deficiencies.
- Perform batch disposition to the market.
- Coordinate activities associated with annual GMP requirements.
- Identify and communicate product incoming inspections priority with the Distribution Center.
- Prepares and/or reviews controlled documents (e.g. SOP's) required for compliance.
- Contributes to various aspects of quality systems, such as Change Control, Deviations and Investigations to assure compliance and timely and accurate completion of reported events.
- Initiates self-audit checks.
- Perform documentation management activities in compliance to GMP and internal procedures.
- Completes assigned duties and responsibilities assigned by Manager.

Knowledge/Skills & Abilities

- Strong verbal and communication skills required.
- Attention to detail required.
- Demonstrated excellent interpersonal skills and flexibility.
- Ability to handle multiple priorities in a fast paced environment.
- Good writing skills (French and English).
- Strong organizational skills.
- Ability to build peer relationships.

Candidate Profile

Experience, Training and Education

Required

- Bachelor's degree in Science with 3+ years' experience in pharmaceutical / biopharmaceutical industry.
- Working knowledge of all current state, federal and local standards and regulations, e.g., cGMP, ISO 13485.
- General understanding and knowledge of cGMP regulations.
- Technical and quality background related to pharmaceuticals.
- Proficient in Word advanced Excel functions and Access.
- Excellent interpersonal and communication skills.

** To apply, please send your resume: hr@paladinlabs.com*
Only selected candidates will be contacted.