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## We have an opportunity



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**Position:** Quality Specialist  
**Location:** Mississauga  
**Start Date:** January 1, 2018

**Department:** Finance- Quality  
**Reporting to:** Director, Quality Assurance

**Role:** Develops, establishes and maintains Quality Management Systems (QMS) and practices which meet customer and regulatory requirements. Work autonomously to investigate, analyze and report regulatory/customer/compliance activities to management. Participate in customer / regulatory body audits. Provides Quality System training. Support awareness, visibility, and communication on quality initiatives to support all areas of the organization.

### **Job Description:**

- Implement systems and procedures that assure compliance with quality standards based on the interpretation of Canadian regulations/guidelines/ standards and customer requirements.
- Product release based on customer requirements
- Actively participate in second party agency (customers agencies) / third party regulatory body audits (e.g., Notified Body, Health Canada)
- Conduct internal / supplier audits as required in support of Quality System requirements and supplier evaluation process.
- Participate in project meetings and CAPA/NCR/complaints reviews representing quality, as assigned.
- Act as back up to other site Quality Specialist(s).
- Actively participate in continuous improvement activities, corrective action planning and customer satisfaction initiatives as assigned.
- Create, update and maintain procedures and any other documentation for assigned Quality Systems processes.
- Establish and maintain, trend, and report data/metrics for assigned Quality Systems processes
- Review non-conformance reports, i.e. Customer Complaints, Non-Conformance Reports (NCR), deviations, corrective /preventative action (CAPA) or Supplier Corrective Action Reports (SCAR).
- Assess impact of new regulations on current practices, prepare/review/approve protocols to justify process changes
- Support sampling and site retention programs per client / customer instructions on site
- Support training activities of Quality System requirements and ensure site compliance to all quality training requirements
- Support client requests for compliance information required for their site Establishment Licenses, and or Audit requirements.
- Maintain tracking logs for all required quality systems.
- Provide accurate compliance input on quality agreements of MSA requirements
- Develop and manage quality KPIs/dashboards
- Observes Quality Policy, Quality Manual and Quality System Procedure requirements.
- Works closely with personnel from functional groups, including, but not limited to Engineering, operations, Customer Service, Marketing, and Purchasing as necessary to provide training and guidance in managing quality activities related to their functional areas.
- Demonstrates knowledge of, and supports, the Company's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behaviour.
- Team based work environment experience required strong organizational and planning skills
- Informs Director Quality Assurance of all progress and issues.
- Responds to change productively and handles other essential duties as required or assigned.

**Job Specification/Requirements:**

- Bachelor of Science degree (relevant to role)
- Diploma from a Quality Assurance/Regulatory Affairs program/ relevant ASQ Certifications would be an asset
- 3-5 years of experience in a similar role
- Working knowledge of Food and Drug Act for food, cosmetics, medical devices, natural health products, and pharmaceuticals, certified standards and applicable quality system regulations including but not limited to ISO 13485 Quality Management System Standard, Canadian Medical Device Regulations and other international regulations/standards/guidelines as applicable.
- Experience working with Natural Health Products/pharmaceuticals/ medical devices in warehousing/logistics industry would be an asset
- Demonstrated ability to work successfully both independently and in a team environment.
- Strong verbal and written communication skills
- Able to interact with peers, subordinate and senior personnel in multidisciplinary environment including engineering, facility operations
- Must be able to work under pressure to meet deadlines and changing priorities
- Strong analytical and problem solving skills
- Proficient in Microsoft Office applications
- Lifting products of 50lbs+

**To apply to this position, please submit your resume to:  
Sarah Esau at [sarah.esau@scilogistics.com](mailto:sarah.esau@scilogistics.com) by October 10, 2017**

***SCI is an equal opportunity employer and is committed to a diverse and inclusive workforce. Accommodations are available upon request for candidates with disabilities taking part in all aspects of the selection process. To request accommodation please contact 613-738-2218 ext 4330.***

**We thank all candidates for applying, however, only successful candidates will be contacted for an interview.**