

Quality Assurance Technician

The Research and Productivity Council (RPC) is New Brunswick's provincial research organization, a research & technology organization that offers analytical services and applied research. We serve over 1000 clients annually from our locations in Fredericton, St. George and Moncton, New Brunswick.

We are recruiting to fill a new position of **QA Technician** for our Quality Assurance Team. This position will be located at our head office in Fredericton.

The **QA Technician** will be a highly organized individual with a keen eye for detail. A resourceful and creative problem solver, the ideal QA tech will be a person who works well individually as well as in a team environment. The successful candidate must also show initiative, learn quickly, and adapt to different situations in a fast-paced and changing work environment. Key responsibilities will include helping to manage quality improvement initiatives, the creation and maintenance of quality documentation, executing internal audits, and communication with internal and external parties to help maintain RPC's Quality Management System (QMS). Working with the rest of the Quality Assurance Team, the selected candidate will also help design and implement metrics and quality monitoring systems.

REQUIRED QUALIFICATIONS

- Degree or Diploma in a scientific or technical field
- Experience working in an environment with a QMS (ISO 9001, ISO 17025, N299, GMP, or GLP preferred)
- Demonstrated awareness of QA practices and processes
- Very strong written and verbal communication skills
- Ability to schedule and prioritize for multiple projects or assignments
- Strong analytical skills and problem solving
- Proven ability to work under tight deadlines and pressure in a composed manner
- Quick learner, with the confidence to ask questions when needed and to follow guidance
- Proficient in MS Office including Word, and Excel

PREFERRED QUALIFICATIONS

- BSc. or Diploma in Chemistry or Biosciences
- Experience in reviewing quality documents (SOPs, protocols, technical reports, etc.) for consistency and compliance
- Previous experience working directly on QA improvement initiatives
- Proficient in additional Office and Windows-based software such as Sharepoint, Teams, PowerPoint

Equivalent combinations of education and experience may also be considered.

RPC offers a competitive compensation package including pension plan, 3 weeks paid leave, health and dental benefits, top up for Maternity Leave, and wellness credits.

APPLY

Please email cover letter and résumé to careers@rpc.ca, referencing competition **#QA0919** on or before **September 20, 2019**.

We thank all candidates for their interest, however only those selected for an interview will be contacted.

RPC is committed to the principle of employment equity.

