Elizabeth Grant

Quality Assurance/ Quality Control-Regulatory Affairs Manager

Job Summary

The Quality Control/Quality Assurance/Regulatory Affairs (QC/QA/RA) Manager is responsible for the quality programs in this facility and for managing and coordinating the QC/QA and Regulatory Affairs team, for creating and maintaining procedures that conform to Good Manufacturing Practices (GMPs) and Good Documentation Practices (GDPs), for employee training related to quality; for participation in audits from clients and agencies and for developing quality systems. The QA/QC Manager has final approval for the release of or rejection of products manufactured or imported by Elizabeth Grant International Inc.

Duties & Responsibilities

1. Provides direction, coverage and assistance to the QA/QC/RA staff as required.
2. Builds and maintains a collaborative working relationship with laboratory colleagues, production, and all other teams.
3. Provides consultation to company employees and management on day-to-day issues that have the potential to result in non-compliance and/or product non-conformance.
4. Supports the brand and customer service by analyzing and proposing resolutions to any product quality issues or complaints raised by the customer.
5. Designs quality systems and Standard Operating Procedures (SOPs), ensuring all regulations and Industry standards are met, and implements with continual follow up.
6. Oversees the liaison with Health Canada.
7. Conducts audits to gauge/measure compliance to guidelines for GMPs and GDPs.
8. Completes and reports on audits and follows up to ensure corrective action is taken as appropriate.
9. Oversees all regulatory affairs of the company
10. Audits all vendors supplying finished product for quality specifications.
11. Oversees all artwork approval for packaging ensuring compliance to legal standards.
12. Sources and approves contract labs for outside testing, as required.
13. Sets up company-wide quality communications and quality manual.
14. Ensures that QC/QA/RA functions across all areas of the company are meeting high standards of performance, ensuring levels and calibre of staffing and training of the QC/QA/RA Department to meet company demands and performance expectations.
15. Provides direction, coaching, assigns work and monitors performance of QC/QA/RA Department staff, e.g. including hiring, discipline and termination of employees.
16. Ensures compliance with Good Manufacturing Practices (GMP) and Good Documentation Practices (GDP).
17. Complies with all WHIMIS and Health and Safety requirements.
18. Lectures and educates company employees quarterly on new best practices and reinforcing current best practices.
19. Attends al required in-house training and off-site training, ensuring all required certification/credentials are up to date.
20. Other duties as assigned.

Equipment/Technology:

- Good computer skills - proficiency with Microsoft Office - Word, Outlook, Excel
- Netsuite

Knowledge and Skills:

- Excellent English-language written and oral communication skills .
- Excellent analytical and problem-solving skills .
- Excellent inter-personal and teamwork skills .
- Excellent leadership skills with the ability to coach mentor and motivate

Experience/Education/Qualifications/Certifications:

- University degree in Chemistry, Chemical Engineering, Life Sciences, or related discipline
- 10 years' experience in Health Care and Cosmetic Industry

Physical Demands:

- Manual dexterity required to use desktop computer and peripherals
- Sitting, walking or standing for extended periods of time
- Lifting weights up to 10 lbs.

Interested persons can contact Mandy Arefmanesh
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