VITAL THERAPIES®
TARGETING LIVER DISEASE

Associate Manager, Quality Assurance

We are currently seeking an **Associate Manager of Quality Assurance** to coordinate, implement and/or improve, and maintain the company's Document Control and Training System. This person would coordinate labeling activities through change management, interfacing with suppliers to meet quality standards and timelines. They would also implement, configure and maintain electronic documentation management systems (currently Master Control) and provide guidance and coaching to users of the change order process.

Essential Duties and Responsibilities include, but are not limited to:

- Maintain and improve Vital Therapies quality system, assuring standards and activities are in line with our business philosophy.
- Develop and administer quality assurance procedures and activities to ensure VTL products are in compliance with quality standards.
- Oversee CAPA, deviations, NCMR, and product complaint systems and ensure discrepancies are properly documented, investigated and completed in a timely manner.
- Interface with regulatory agencies during routine audits.
- Manage personnel ensuring growth and professional development.
- Administration and training of Quality Management System (Master Control) including vendor management.
- Implement and manage Quality Management System modules for Process, Training, QEM, Supplier, BOM and Audit.

Position Requirements:

Education and Experience:

- Bachelor's degree in engineering preferred or a minimum of 3-5 years' experience within medical device and/or pharmaceutical GMP manufacturing environment
- Must have experience in manufacturing quality in the medical device, pharmaceutical or biotech industry
- Knowledge of FDA Quality System Regulations
- Quality Management System administration and implementation experience, Master Control preferred
- Ability to prioritize, plan & evaluate deliverables to established strategic goals
- Strong management and leadership skills to ensure management, growth and development of personnel
- Excellent verbal and written communication and presentation skills with the ability to communicate business issues in English in an easy to understand manner

Position Requirements (Cont.):

- Demonstrated experience prioritizing conflicting demands in an extremely fast paced environment
- Strong problem solving, influencing and negotiation skills, ability to work well as a leader, independently and in a team setting
- Previous supervisory experience preferred

Physical Requirements:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to sit and talk and hear. Employee frequently is required to use hands to finger, handle, or feel. Employee is occasionally required to stand, walk, and reach with hands and arms.

Occasionally required to stoop, kneel, and lift up to 50 pounds. Frequently required to work on a computer up to 8 hours a day.

We offer a fast-paced work environment, competitive compensation, and a comprehensive benefits package.
Qualified candidates may submit **resumes** to careers@vitaltherapies.com

We are an Equal Opportunity Employer.