



Vital Therapies is hiring! www.vitaltherapies.com

We are an exciting life science company located in the Carmel Mountain Ranch area of San Diego. Vital Therapies is a pioneer in the treatment of acute liver failure. We are expanding our team and are currently hiring a **Document Control Specialist** who supports maintenance of the company's Document Control and Training Systems. Coordinates labeling activities through change management interfacing with suppliers to meet quality standards and timelines.

Strictly follows established procedures and policies needed to meet the demands of document control in a cGMP environment.

Qualified candidates may submit **resumes and salary history** to careers@vitaltherapies.com

Essential Duties & Responsibilities:

- Responsible for maintenance of the controlled documentation and training systems
- Performs document review, routing, filing and archiving activities
- Responsible for the issuance of logbooks, Batch Records and QC Test forms
- Prepares required documentation to support Change Control Board meetings
- Orders external standards and maintains tracking system
- Assists with timely document retrieval to support external, internal, and Regulatory agency audits
- Supports internal Master Control support requests
- Performs investigations to determine corrective and preventative actions associated with departmental deviations
- Other duties may be assigned as deemed necessary by the supervisor.

Education, Training, Skills and Experience Requirements:

- Minimum of 2 to 5 years document control experience in a cGMP environment.
- Experience with electronic document management systems (EDMS) required, MasterControl experience preferred.
- Exercises judgment within broadly defined practices and policies in selecting methods, and techniques for obtaining results
- Strong verbal, written, organizational, time management and interpersonal skills.
- Strong computer skills, including working knowledge of MS Office and e-mail.

We offer a fast-paced work environment, competitive compensation salary and comprehensive benefits package.