



QUALITY ASSURANCE MANAGER

Activation Laboratories (Actlabs) was established in 1987. We provide contract analytical services covering analysis of geological samples including rock, soil, water and vegetation using the most modern state of the art technology. We are recognized throughout the world as a leader in analytical testing, development services and delivering quality analysis. Actlabs continues to grow globally with approximately 25 laboratories worldwide.

This is an exciting opportunity for anyone who has the QA background with managerial experience to join an established and growing company. This position reports to the President/General Manager. At Actlabs, we are committed to rewarding and retaining talented people who are passionate about making a positive impact in their professional and personal lives.

Responsibilities:

1. Manage GMP, ISO and NELAC activities.
2. Develop, review and approve quality procedures and the Quality Manual.
3. Implementation of Quality Policies and Procedures.
4. Maintenance of the Health Canada Establishment Licence, FDA registration, ISO17025 and NELAC scopes of accreditation.
5. Implementation of training program, including monitoring effectiveness of program and ensure training forms are adequate.
6. Ensure maintenance of list of inventory of equipment, including calibration and qualification completion and due dates.
7. Manage the annual Internal Audit program, and work with Technical Managers to ensure follow up and corrective actions are completed.
8. Manage the Complaint, Non-Conformance and Change Control systems.
9. Authority to approve test reports and Certificate of Analyses.

Qualification:

1. B.Sc. in chemistry or related science.
2. Minimum 3 years Quality Assurance experience in a GMP or ISO17025 environment, with 2 years of managerial experience
3. Solid understanding of Canadian and USA GMPs and guidelines.
4. Familiarity with ISO 17025 or NELAC would be an asset.
5. Excellent organizational, communication and managerial skills
6. Strong technical writing and computer skills.

Interested candidates please send your resume to Felyce Hoffman, Manager Human Resources, Ancaster Laboratories Ltd., 1336 Sandhill Drive, Ancaster, ON, L9G 4V5; FHoffman@actlabs.com