

PROCESS DEVELOPMENT DOCUMENT SPECIALIST

This position will be responsible for activities involving compliance with applicable regulatory requirements within Process Development Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs the compliance review and approval of all batch documentation related to disposition of Research Grade and Highly Documented products
- Author deviation and investigation memorandums
- Writing/Reviewing Standard Operating Procedures for Process Development department
- Review Production Records
- Follows Good Manufacturing Practices (GMPs), Standard Operating Procedures (SOPs)
- Maintain Process Development product inventories
- Summarize data and author Plasmid Evaluation Summaries
- Other duties as assigned or determined by Area Management

EDUCATION and/or EXPERIENCE:

Associate's Degree or equivalent; or one to three years related experience and/or training; or equivalent combination of education and experience.

Contract to hire position.

VGXI is an Equal Opportunity Employer.