

FACILITIES DOCUMENT SPECIALIST

This position will be responsible for activities involving quality assurance and compliance with applicable regulatory requirements within the Facilities Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Generation of associated deviations and investigations.
- Generation of change controls.
- Performing routine internal Facilities SOP reviews.
- Generation of new SOP's.
- Assisting in other Facility related activities as required.
- Follows Good Manufacturing Practices (GMPs), Standard Operating Procedures (SOPs)
- 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.