Snapdragon Chemistry, Inc.
300 and 360 C 2nd Avenue, Waltham MA 02451

Job description QA SPECIALIST

About the Company

Snapdragon Chemistry, Inc. is a leader in chemical process development with expertise in continuous flow and process intensification technologies. Our company is catalyzing the transformation of research, development, and manufacturing across the pharmaceutical and fine chemical industries where synthetic chemistry underpins product development.
We rely on our most valuable resource – our people – to maintain a leadership position in this market. As part of our dynamic team, you will have the opportunity to collaborate with world-class leaders in pharmaceutical process development while also cultivating and furthering your career. At Snapdragon Chemistry, we strive to create an environment of innovation and excellence where mutual respect and teamwork underpin our culture.

Snapdragon Chemistry is currently seeking exceptional candidates for its Quality Assurance Specialist position. A successful candidate, reporting to the Head of Quality Assurance, will be joining a highly innovative and entrepreneurial team of engineers and scientists seeking to advance pharmaceutical development and manufacturing.
We are looking for candidates who have a passion for the science of pharmaceutical manufacturing and excited to share the Snapdragon vision of future manufacturing. The ideal candidate will have at minimum a BS degree in scientific discipline and pharmaceutical quality assurance experience

Responsibilities

- Manage Snapdragon QMS electronic software (Compliance Quest) to support Document Control, training program, initiation of new equipment and existing equipment updates. Provide reports and trending of quality systems.
    - Storage of supporting equipment documentation
    - Creation of the calibration schedule.
- Support Assoc Manager of QA with management GMP manufacturing operations;
    - Issuance of lot numbers & batch records
    - Assembly of documentation and review of raw materials
    - Review of batch records and analytical data
    - Coordination of lot disposition activities.
    - Release of manufacturing suites, pre and post GMP manufacturing.
    - Assembly of final document package to transfer to client.
    - Issuance of Deviations, Investigations and OOS documents.
    - Final assembly of lot disposition documentation to send to clients.
        - Scanning of document package to store and send to client.

- Coordination of client in-process document review, and approvals of GMP manufacturing documents.

- Management of laboratory notebook program. Coordinating/tracking of return of completed notebooks, auditing and scanning/storage of completed notebooks.
- Support Snapdragon client and vendor qualification programs.

Qualifications

• BS degree in scientific discipline
• 1-3 years QA experience including managing GMP quality systems in the Pharma/Biotech industry.
• Knowledge of cGMP requirements for small molecule development and manufacturing a plus.
• Experience with industry Quality Management System (QMS) software.
• Experienced, self-motivated individual who can handle multiple priorities to meet project team goals and timelines.

Excellent written and verbal skills and the ability to communicate clearly, concisely, and effectively.

We value our employees, who are key to our company's success. As such, we offer our employees a competitive rewards program. If you need an accommodation for the application process, please email us at careers@snapdragonchemistry.com. To learn more about Snapdragon Chemistry, please explore our website, www.snapdragonchemistry.com
How to Apply: To apply, please email careers@snapdragonchemistry.com with a cover letter and a resume.