



QUALITY ASSURANCE MANAGER

AgraQuest is seeking a full time Quality Assurance Manager to work with our Quality Assurance/Quality Control group. The QA Manager will be responsible for maintaining superior quality standards while the company pursues aggressive Biopesticide development objectives.

This is a unique opportunity for an outstanding Quality Assurance specialist to play a significant role in continuing the expansion of the Quality Management System into key departments at AgraQuest. These departments include Regulatory, Logistics, Legal, Marketing, and Research and Development.

The successful candidate will be self-motivated, work well in both independent and group settings, quickly adapt to changing situations and possess a willingness to learn.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare stability study reports.
- Conduct OOS product and process investigations.
- Resolve customer product inquiries.
- Monitor document review process for all QA documents at the Davis, CA. site.
- Develop a metric system for assessing group productivity (i.e., investigation resolution).
- Present updates (written and verbal) at weekly meetings.
- Supports Company's position of preventing harassment.
- Treats co-workers with respect and dignity.
- Abides by all safety policies.

EDUCATION:

- B.A. in Microbiology, Chemistry or a related field

PREFERRED EXPERIENCE:

- Three to five years in a Quality Assurance department; managing investigations in response to OOS issues, summarizing stability study results and maintaining well-organized files is required.
- Developed and implemented new Quality Management Systems.
- Strong background writing documents that comply with EPA requirements and guidelines.

KNOWLEDGE:

- Fundamental understanding of the principles guiding successful investigations.
- EPA guidelines for Biopesticides
- Microsoft 2007/2010 Suite of programs including, Word, Excel, PowerPoint, Outlook and Adobe

SKILLS:

- Strong organizational, problem solving, and time-management
- Good oral and written communication in Chemistry, Microbiology or a related field.

ABILITIES:

- Flexible and quick to learn new concepts
- Follow Standard Operating Procedures
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Multi-task and work in a fast paced environment
- Effectively organize, prioritize and follow-up on work assignments
- Maintain accurate records

This is an exciting opportunity for a highly motivated, creative individual looking to work for an innovative company. AgraQuest is EOE and ADA compliant. Pre-employment drug test is required.

To apply send resume with cover letter referencing job title to: jobs@agraquest.com

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills and abilities required of personnel so classified.

(Posted 1/31/12)