

Lead Quality Auditor

Permanent, full-time

Based out of Markham, Ontario

About MedReleaf

MedReleaf sets The Medical Grade Standard[™] for cannabis in Canada and around the world. The first and only ICH-GMP and ISO 9001 certified cannabis producer in North America, MedReleaf is a R&D-driven company dedicated to patient care, scientific innovation, research and advancing the understanding of the therapeutic benefits of cannabis. Sourced from around the world and perfected in one of two state of the art facilities in Ontario, MedReleaf delivers a variety of premium products to patients seeking safe, consistent and effective medical cannabis.

Workplace Environment:

MedReleaf places a high value on maintaining our excellent corporate culture, high levels of employee satisfaction as well as a great overall work experience for all of our team members. We have an employee satisfaction rate of 88% and an extremely low employee turnover rate. Join our amazing team and help improve the lives of our patients today!

Primary Job Responsibilities:

The Lead Quality Auditor is a newly-created position in our fast-growing, dynamic and highly innovative industry. The incumbent will report to the Director Quality Assurance and Quality Control and will be responsible to lead and oversee the auditing activities across MedReleaf locations in Markham, ON and Bradford, ON including third-party audits. This position will play a vital role towards the continuous improvement and growth strategies at MedReleaf.

Duties

- Responsible to define ISO (9001, 14001) and OHSAS 18001, Health Canada and GMP audits and build into an effective Quality Management System.
- Oversees the internal auditing program at MedReleaf including self-audits and targeted audits.
- Ability to apply quality risk management tools and analysis into the audit process.
- Coordinates audit schedules, plans, objectives, including the significance of the scope, criteria and resourcing.
- Defines audit teams and liaise with departments to ensure full audit participation.
- Acts as the internal auditing resource during Health Canada, ISO and GMP external audits.
- Conducts audit opening and closing meetings as necessary.
- Leads and conducts audits against ISO, Health Canada, GMP requirements as part of ongoing certification and compliance requirements.
- Develops and maintains an audit training program including on-going auditor competency.
- Collaborates with all areas of the business to ensure an effective audit process (QA/QC, Regulatory Affairs, Health and Safety, Facilities, Product Development, R&D, Laboratory, Operations etc.).
- Develops metrics and monitors audit results, including review for trends, improvement opportunities, effectiveness of corrective and preventive action.
- Creates and monitors innovative, visual Centre of Excellence scorecards of audit results including metric monitoring across departments and locations.
- Drafts audit reports, presentations, status reports on audit findings and improvements to be presented in management meetings.
- Schedules and supports targeted audits as part of corrective and preventive action, risk management and improvement opportunities.
- Leads the supplier/vendor supplier qualification process.

- Coordinates, schedules, conducts and reports on third-party supplier/vendor on-site and document review audits.
- Supports with audit responses from external audits (third-party, ISO, GMP, Health Canada).
- Other duties as assigned.

Job Requirements

- Strong knowledge of GMP, Health Canada, ISO (9001,14001) and OHSAS 18001 requirements.
- Bachelor's degree or diploma in a relevant field, such as: Pharmaceuticals, Biotechnology, Manufacturing, Quality Assurance, Quality Control, Regulations, Medical Laboratory Sciences.
- 2 + years of auditing experience is desirable; should have experience leading audits.
- 2+ year experience in Quality Assurance, Quality Control, Document Management, Regulations or Quality Administration in Pharmaceuticals, Research and Development, Medical Laboratory Sciences, Manufacturing etc.
- 2 + year experience working with regulations and compliance such as Health Canada, ISO, GMP.
- Strong computer skills (word, excel, powerpoint, visio).
- Comfortable presenting in front of small to medium sized groups.
- Systems and process thinker who understands the importance of auditing as continuous improvement and how it fits within the Quality Management System and Risk Management.
- Able to bring innovative solutions to auditing principles, practices and results.
- Must have an eye for detail, firsthand experience with auditing tools (e.g. control charts, fish bone diagrams, quality crosswalks).
- Exceptional listening, communication, analytical, problem solving and presentation skills.
- Ability to handle multiple priorities and a dynamic changing environment.
- Fast Learner.
- Very strong verbal and written communication skills.
- Flexible, adaptable and previous experience in a fast-paced environment.
- Strong relationship-building capabilities.
- Collaborative, team-oriented and versatile.
- Able to travel between MedReleaf locations and to third-party suppliers/vendors.
- Other duties as assigned.

Preferred Qualifications

- Certified Quality Auditor in good standing is considered an asset.
- Certification in LEAN, Six Sigma, Continuous Improvement considered an asset.
- Previous experience developing and implementing training material and/or training programs for auditing considered an asset.

How to Apply:

Go on Indeed and search for MedReleaf or click the link below:

https://www.indeedjobs.com/medreleaf-corp/_hl/en_CA?cpref=JXWAtnzf3XW5aRnY2g_zomvRJltmkRljBptFoLlf1wU

MedReleaf thanks all candidates for their interest; however, only those selected to continue in the process will be contacted.

MedReleaf is a supporter of AODA (Accessibility for Ontarians with Disabilities Act). Accommodation will be provided to all applicants with disabilities during the recruitment process. Please include a summary of the accommodation required in your application email.

MedReleaf is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age,

ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), sex (including pregnancy and breastfeeding) or sexual orientation.