Quality Assurance Manager
Permanent, full-time
Based out of Markham or Bradford, Ontario

About MedReleaf

Voted Top Licensed Producer at the 2017 Lift Canadian Cannabis Awards, MedReleaf is an R&D-driven company dedicated to innovation, operational excellence and the production of industry leading, top-quality cannabis. Sourced from around the world and carefully cultivated in one of two state-of-the-art ICH-GMP and ISO 9001 certified facilities in Ontario, with a third facility currently in development, a full range of premium MedReleaf products are delivered to the global medical market. We serve the therapeutic needs of patients seeking safe, consistent and effective medical cannabis and provide a compelling product offering for the adult-use recreational market.

Workplace Environment:

MedReleaf places a high value on maintaining an exceptional corporate culture, high levels of employee satisfaction as well as a great overall work experience for all of our team members. Our employee satisfaction rate is over 90% with an extremely low employee turnover rate. Join our amazing team and help improve the lives of our patients today!

Position Summary:

Reporting to the Director, Quality Assurance and Compliance, the Quality Assurance Manager will oversee the quality management sub-systems. The successful candidate must be a team player and eager to take on this opportunity in this new and emerging industry.

Primary Job Responsibilities:

- Oversee the following Quality Management sub-systems:
    - Non-Conformance reporting,
    - Incoming raw material controls and QC inspection and in process QC checks
    - Change control management,
    - Documentation management,
    - Planned deviations,
    - Quality risk management,
    - Quality training and competency

- Participate in analytical investigations of out-of-specification, including: examine results, change control requests when necessary, generate deviation reports, determine root causes, and provide recommendation for corrective actions
- Support continuous quality improvement initiatives including but not limited to implementation and maintenance of risk management, product quality, auditing, key performance indicators
- Design, write, review and approve SOPs including assurance of compliance to ACMPR, QMS, ISO, and GMP
- Final batch review and release, including review of analytic, and microbial results, and facility conditions deviations and change controls
- Guide and advise CAPA review & approval
- Ensure investigation & annual product review are conducted in a compliant matter
- Oversee the management of the Complaint program to ensure all critical trends are addressed appropriately and investigations are handled.
- Oversee and direct raw material control system
- GMP, GPP, GDP, ISO training of new and ongoing staff as required

- Efficiently & effectively make accurate assessments of failures to correct root cause to ensure continuous improvement
- Hire, develop, train, support and empower Quality personnel to assist them with their individual development goals
- Provide guidance to the all other areas of the facility with respect to GMP, ISO and ACMPR compliance
- Stay on top of current trends and innovations in Quality
- Advises management group of any situation that may need attention or warrant management involvement
- Liase with cultivation, processing and other internal stakeholders to implement and support various quality programs
- Establish & oversee the maintenance of administration activities required for operational effectiveness of Quality department such as budgeting and resource planning

Additional Responsibilities:

- Where applicable, must adhere to MedReleaf's SOPs and comply with Health Canada's Access to Cannabis for Medical Purposes Regulations (ACMPR). In addition, must adhere to ISO 9001:2015 (Quality Management System), ISO 14001 (Environment Management System) and OHSAS 18001 (Occupational Health and Safety Assessment Series).
- Actively and proactively engage in the ongoing management and improvement of MedReleaf's quality system.
- Where applicable, promote and maintain GMP requirements.
- Other duties as required

Job Requirements:

- (5) Five or more years of QA experience in the pharmaceutical/nutraceutical or medical laboratory science related industry
- A Canadian (or assessed as equivalent) B.Sc. degree or equivalent in an applicable discipline of science (chemistry, biochemistry, microbiology, chemical engineering, medicine, horticulture, medical laboratory science or related)
- Experience in a Drug or Natural Health Care product manufacturing environment considered an asset
- Ability to implement and maintain a Quality Management System including: batch record review, batch release, document control, complaints investigation, and CAPA including quality investigations
- Fluency in MS Office is mandatory
- Competency of technological writing (SOPs, Annual Reports, Investigation Summary)
- Must be a proactive leader and an innovative thinker when making operational recommendations
- Ability to work independently, with a strong attention to detail
- Previous experience in a leadership role is required/mandatory – strong people-management skills are essential
- Ability to speak and write in English
- Must be able to be approved as the QAP by Health Canada

Preferred Qualifications

- Certification in any of the following: Quality Management, Laboratory Quality Management, Risk Management, Quality Improvement, LEAN, Six Sigma is considered an asset
- Experience in a high volume, highly complex service, product, pharmaceutical or laboratory environment all through not required is a plus
- Proven track record of developing, implementing and monitoring Quality initiatives into operational workflows
- Bilingualism although not required, is 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

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

Pursuant to the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code , MedReleaf will accommodate all applicants with disabilities to the point of undue hardship during the recruitment and hiring process. Accommodation will be provided upon request and in accordance with the principles of dignity, individualization, and inclusion. Medreleaf will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

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.