

Position Title: Quality Assurance Manager, Nursing (Remote)

Company & Location: WEP Clinical, Head Office is in Morrisville, NC

Role Objectives: This permanent, full-time position of Quality Assurance Manager, Nursing is responsible for developing, managing, and overseeing Quality systems and related processes for the Nursing division at WEP Clinical, while also focusing on the management and continuous improvement of processes.

Principal Duties and Responsibilities:

- Establish and maintain a compliant Nursing Quality Management System (QMS)
- Ensure all applicable license provisions are observed, met, and maintained
- Ensure GxP compliance and best practice within all regulated activities
- Support the Nursing Supplier and Vendor Qualification Program, including the performance of any required audits (remote/desktop and on site), as well as any periodic requalification activities
- Support validation for all systems and equipment as required by GxP regulations
- Oversee the controlled document management program, ensuring that adequate records are maintained in relation to GxP activities
- Author and review all Standard Operating Procedures to ensure accuracy and compliance with GxP regulations
- Oversee all quality related event documentation (deviations, investigations, CAPAs, etc.) to ensure a timely closeout of all associated actions. This includes corresponding with third party providers to ensure adequate investigations and CAPAs are executed as they relate to WEP services.
- Conduct routine internal audits of all quality systems
- Conduct routine audits of Sponsor nursing programs
- Author, review, and revise third-party quality agreements

Qualifications:

- Bachelor's Degree or higher (preference for pharmaceutical, life sciences, nursing, or engineering concentration)
- 5+ years of related industry experience (preference for GCP setting and nursing)
- Previous managerial/leadership experience within nursing, pharmaceutical or life sciences industry
- Ability to work proficiently within Microsoft Office Suite systems (Word, Excel, and PowerPoint)
- Excellent written and oral communication skills
- Strong organizational skills
- Pro-active and solutions-driven, with the ability to work with strict deadlines with a high level of accuracy
- Ability to handle extremely confidential information with complete discretion
- Ability and willingness to travel up to 10% of the time

How to Apply:

Email your resume to Mary DiCicco at WEP Clinical: mdicicco@wepclinical.com, along with responses to the following questions:

1. Briefly introduce yourself including recent education and work history, and why you are looking for new job opportunities.
2. Why are you interested in the Quality Assurance Manager position?
3. What are your qualifications for the Quality Assurance Manager position? - If you do not have direct relative experience, please explain how other skills you have could transfer to this position.