Administrative support (production/scientific/R&D)

Bio-Edge, Inc., is a small Biomedical-Polymer company located in La Jolla, CA, specializing in R&D and laboratory scale manufacturing since 1993. Bio-Edge is expanding its product lines for the medical device industry in addition to researching and developing new materials and future products.

Bio-Edge is seeking candidates with exceptional administrative skills to support management, R&D, production and daily activities of a small company. The position requires multitasking and versatility.

**Job Description**

* Administrative duties: Accounts payable, prepare and review proposals, answer phones and email, schedule equipment calibrations, and order of supplies. Communicate with customers, suppliers and vendors.
* Attention to detail is crucial regarding review and organization of documents for accuracy and adherence to quality system.
* Ensure compliance to all internal and external policies, procedures (QA Manual, SOPs, DEH, EPA, Fire Department) business and quality objectives in an efficient and effective manner.
* Monitoring quality management policies, principles and standards with customer/product specifications and governmental regulatory requirements.
* Perform routine audit of quality system/documentation for deficiency identification, corrective and preventative action.
* May participate in developing innovative and practical solutions to complex technical and quality problems.

**Requirements**

* Bachelor's degree in a scientific or technical field and 2 years of experience; or equivalent combination of education and experience.
* Exposure to QA/QC systems in a manufacturing environment.
* Extremely organized, able to manage multiple tasks, excellent attention to detail and ability to prioritize.
* Must possess strong decision-making skills and have the ability to work independently with minimal supervision.
* Self-motivated with a strong work ethic.
* Strong verbal and written communication skills are essential.
* Strong knowledge of MS office applications.

**Preferred Experience**

* Technical writing experience (developing SOPs or Quality Manual).
* Accounts payable experience.
* Knowledge of business practices and procedures.
* Previous experience working in a Quality Management System in the Medical Device, Pharmaceutical or Biologics industry is strongly preferred (ISO 9000, GMP)

Salary or hourly rate depends on experience.

~40 hr/week, M-F

+ Medical and dental benefits for full time positions.

Please submit a cover letter and resume via email to [info@bioedgeresearch.com](mailto:info@bioedgeresearch.com)

In cover letter please provide examples demonstrating your ability to do 5 of the following 6 items. You must include examples of item number 1 & 2:

ITEMS:

1. Ability to organize (document records, production, office)

2. Ability to manage multiple projects simultaneously

3. Attention to detail with documentation

4. Proactively seek additional tasks

5. Troubleshoot (detect and solve a problem)

6. Common sense

Title the subject line of your email QAFT