



Job Description

POSITION:

QA & DEA Compliance Coordinator for a Specialty Pharmaceutical Company.

JOB PURPOSE:

The QA & DEA Compliance Coordinator is responsible for maintaining all administrative controlled substances activities, including all reports and quotas, maintain all controlled substance certificates, performs duties of the QA & compliance associates as required. Reports to Senior Manager of Quality Assurance.

DUTIES:

- Coordinates the DEA Systems at Elite Pharmaceuticals to assure compliance to procedures and regulations.
- Prepares all DEA reportable documentation.
- Prepares or reviews and approves all procedures related to DEA compliance.
- Prepares or reviews and approves all procedures related to OSHA compliance.
- Perform duties of the QA & Compliance Associates as required.
- Provides QA support and coverage in the GMP manufacturing area
- Assists in company regulatory inspections as well as conducting internal and external audits.
- Audits vendors, contractors, and contract research organizations
- Maintain vendors certification program
- Assists in establishing written standard operating procedures for the company and maintains and reviews written standard operating procedures.

QUALIFICATIONS:

- Bachelor's Degree preferred in a science-related field preferred, however, Associates degree will be considered.
- Proficiency in the use of software including Microsoft Word and Microsoft Excel.
- Good communication and writing skills.

Located in Bergen County, Northvale, New Jersey.

We offer a competitive salary and benefits package.

Contact Information:

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