



Quality Assurance Associate Level II

Posting Date: March 18, 2025

Company: Microbix Biosystems Inc

Department: Quality Assurance

Reports to: Manager, Quality Assurance

Location: 265 Watline Ave, Mississauga, Ontario

Company Overview

Microbix Biosystems Inc. develops and commercializes proprietary biological and technological solutions for human health and wellbeing. We manufacture a wide range of critical biological materials for the global diagnostics industry, notably antigens used in immunoassays and Quality Assessment and Proficiency (QAPs™) testing products.

Microbix's business of producing high quality viral and bacterial preparations are the result of nearly three decades of experience in the field, including strain selection, reliable and efficient organism culture at scale, purification and methods of inactivation. As a result of Microbix's expertise, its products have received widespread and longstanding customer acceptance, with continuing growth in demand. Microbix's current catalogue of biological preparations covers a range of pathogens that are implicated in maternal, pediatric, childhood, respiratory, sexually transmitted and insect-borne diseases.

Microbix also applies its biological expertise to develop other innovative and proprietary technologies and products. Its development project pipeline currently includes Kinlytic® Urokinase, a biologic thrombolytic drug used to treat blood clots.

Microbix is ISO 9001 & 13485 accredited, FDA & Health Canada establishment licensed, Australian TGA registered, and provides CE marked products.

With exciting new products coming online the company is seeking a Quality Assurance Associate to work in a fast-growing company.

Experience & Qualifications

- Undergraduate with a minimum of 1 year industrial or academic experience.
- Knowledge of Quality Assurance, Quality Management services in Biopharma, Pharma or Medical Device industries.
- Must be able to work independently as well as in a team environment as most activities are carried out in conjunction with other team members.
- Efficient and accurate allocation to allocate cognitive abilities to focus on when writing SOPs and other quality documents.

- Ability to multi-task and prioritize job assignments. Reports to and works under minimum technical direction from the management.
- Able to handle difficult or unexpected situations in the workplace and can assess both kinds of situations and calmly identify solutions.
- Collect and analyze information, solve problems and make decisions.
- Effective verbal and written communication skills are required. Able to communicate well with team members and with interdepartmental staff members in professional manner.
- Working in an office environment using spreadsheets and Microsoft office software suite.

Responsibilities

Actively contributing to the implementation and transition of various systems, including but not limited to paper-based Quality, Manufacturing, and Documentation systems, to MasterControl, ensuring on-time completion in line with the schedule and preventing delays.

- Coordinate document control processes within MasterControl eQMS that is oversee document lifecycles including creation, revision, approval, release, and archival in MasterControl.
- Convert and transfer of paper-based documents, including but not limited to SOPs, forms, into MasterControl.
- Administer workflows in MasterControl for document routing, approvals, and change requests.
- Provide support to cross-functional teams in the execution of the transformation of paper-based processes into electronic processes.
- Coordinate with cross-functional teams to manage document changes, ensuring traceability and compliance.
- Providing training (both scheduled and on-demand) to employees of MasterControl eQMS functionalities and document control procedures.
- Managing the effective hybrid management system in full compliance with regulatory requirements.
- Initiate and execute Change Controls, Non-Conformance, CAPA reports when required.
- This position will also be involved in other QA activities, as required and as assigned by QA manager.

Salary & Benefits

- A salary range of \$62,000 to \$66,000
- Health, vision, dental, Health Spending, Basic Life and AD&D, Employee Wellness Program
- RRSP Matching and free parking

How To Apply

Please send your resume and cover letter to human.resources@microbix.com