

Job Posting



Posting Date: 28 May 2026

Position: Technical Writer

Department: Sales

Report to: Product Manager

Location: 235 Watline Ave, Mississauga, ON

About Microbix

Microbix Biosystems Inc. is a fast-growing leader in the global diagnostics industry. We are one of the world's largest commercial manufacturers of infectious disease antigens, supporting diagnostic test development across Respiratory, Childhood Diseases, ToRCH, Sexually Transmitted Infections, Gastrointestinal, and Vector-Borne Diseases.

In addition to our antigens business, we design and manufacture innovative External Quality Controls (QAPs™) and Reference Materials (QUANTDx™). These products support clinical laboratories and diagnostic manufacturers with test development, analytical validation, training, and ongoing quality control.

At Microbix, we work in partnership with leading diagnostic companies and clinical laboratories worldwide to improve the quality of infectious disease diagnostic testing. Joining our team means contributing to meaningful work that enhances global health and strengthens confidence in patient results.

Role Overview

Microbix is seeking a highly motivated and ambitious individual to join our Product Management team as a **Technical Writer**. This entry-level role offers a unique opportunity for professional growth, with the potential to transition into a Product Management position within 1–2 years based on performance, initiative, and demonstrated capability. Reporting directly to the Product Manager, the Technical Writer will collaborate cross-functionally with Research & Development (R&D), Marketing, Sales, Quality Assurance (QA), Quality Control (QC), and Manufacturing teams. The Technical Writer will play a key role in drafting design control documentation, coordinating product development activities, and supporting the successful commercialization of new products.

Key Responsibilities:

- Coordinate new product development project timelines, draft and maintain associated ISO 13485:2016 Design Control documentation (e.g., commercial requirements, design input, development plans, design validation protocols/reports, real-time stability studies, final design and development reports, and design transfer).
- Collaborate with R&D, QA, QC, and Manufacturing to drive execution of product development activities.
- Conduct market research and track competitor activity to inform new product initiatives and support strategic planning.

- Contribute to product commercialization plans and collaborate with Marketing on launch activities and promotional campaigns.
- Partner with Sales to identify and apply for relevant Requests for Proposals (RFPs) and tenders, including preparation of technical documentation.

Qualifications

- Bachelor's degree in a life science discipline, such as biology, medical biology, biochemistry, or biotechnology.
- Experience or familiarity with Design Control and ISO 13485:2016 *Medical Devices – Quality Management System* is an asset.

Skills and Competencies

- Excellent English written and verbal communication skills.
- Strong interpersonal skills, with the ability to work independently and collaboratively.
- Keen attention to detail and strong time management skills.
- Highly motivated and eager to learn, and adaptable to changing priorities.
- Desire to work in a fast-paced, deadline-oriented environment.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Proficient in various computer software programs (Word, Excel, Adobe, etc.)

Salary & Benefits

- Salary range of \$60,000 to \$75,000 per annum.
- Health, Vision, Dental, Health Spending (HSA), Basic Life, AD&D, Employee Wellness Program.
- RRSP Matching and free parking.

Why Join Us

- **Meaningful Impact:** Contribute to improving the quality of infectious disease diagnostics that make a real difference in global health.
- **Growth Opportunities:** Be part of a fast-growing, innovative company that encourages continuous learning, professional development, and career advancement.
- **Collaborative Culture:** Work alongside a supportive, multidisciplinary team that values teamwork, open communication, and creativity.
- **Recognition and Support:** Take ownership of projects, build new skills, and receive guidance from experienced team leaders who value your contributions.

How To Apply

Email your resume and cover letter to: *Product Manager:* sydney.rivers@microbix.com,
Human Resources: human.resources@microbix.com,