Job Title: Assistant Research Scientist – Quality Assurance Auditor

Mission

To provide competitive, independent, investigative research and product development in: crop production; crop protection; food quality; environmental preservation, product stewardship, genetics and seeds

Essential Duties and Responsibilities

- Responsible for conducting quality assurance in compliance with the required regulations.
- Participate with a wide range of personnel in setting the internal standard for compliance with GLP regulations and monitor the adherence to this standard.
- Understand the GLP standards and how they apply to diverse types of regulated studies.
- Inspect/monitor each GLP study to ensure the integrity of the study and determine that no deviations from approved protocols or Standard Operating Procedures (SOPs) were made without proper authorization and documentation.
- Review all protocols for GLP studies in which SynTech Research Laboratory Services (SRLS) acts as Study Director. Submit written protocol review inspection reports to the Study Director and Study Director Management.
- Accountable for following GLP standards, SOP's, and methods to ensure that the data is precise and accurate.
- Review final study reports written by SRLS Study Driectors and Principal Incestigators. Reports should accurately describe the methods and SOPs used during strudy conduct and reported results accurately reflect the raw data of the study.
- May be required to evaluate data and assist with the preparation of final reports.
- Conduct process/facility based inspections as required.
- Maintain a copy of all study protocols, including amendments and deviations, for all studies in which SRLS acts as Study Director or Principal Investigator.
- Index and maintain Quality Assurance (QA) records, including but not limited to: a copy of study protocol, amendments, deviations; all audit reports (protocol, in-life, and final report/PI reports); study notification forms (if applicable); and external quality assurance audits (if applicable).
- Archive QA study file after the completion of the study.
- Participate in the review of GLP departmental SOPs.
- Annually update CV/Training Records.
- Contact/discuss with Team Leads/Managers/Directors immediately any questions or compliance concerns.

SynTech Research Key Expectations and Required Competencies

- **Mission and Values Driven –** Clearly understand the mission and values of SynTech Research to ensure all work performance aligns to the mission and values. All employees are expected to promote a "CAN DO" attitude and demonstrate a willingness to work in a professional and collaborative manner. Demonstrate a commitment to continuous learning and self-improvement.

- **Integrity, Ethics, and Collaboration –** Treat people with respect and individuality; do what you say; be fair and equitable in all interactions; be a good steward of company resources; actively contribute toward employees' success and the company's goals; and uphold organizational values.

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Status: Exempt
Location: Stilwell, Kansas
Reviewed and Approved: January 2015

- **Safety –** Put safety first by anticipating and performing actions necessary to avoid hazardous work-related conditions which could result in injury, harm, or loss.
- **Communication –** Give and welcome feedback; exhibit objectivity and openness to others' views. Write clearly and informatively; edit work to high standards of written presentation.
- **Computer Skills –** Proficient personal computer skills with most current database and software applications needed to perform the essential duties of the job position.
- **Adaptability, Flexibility, and Critical Thinking –** Effectively manage competing demands and possess ability to change course when new information becomes available. Identify and resolve problems in a timely manner; gather and analyze information skillfully; and develop alternative solutions.
- **Attention to Detail and Timely Follow Up –** Demonstrate thoroughness and accuracy in work activities through concern for all areas involved. Plan and prioritize work activities, use time efficiently to meet deadlines and provide timely follow up for all issues.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job position.

Education and Experience:

- Bachelor of Science degree in biological sciences or similar field.
- Demonstrated excellent oral and written communication skills.
- Ability to work both independently and as a member of a team.
- Ability to effectively interact with study directors and study personnel.
- Work experience with GLP highly preferred, knowledge in the relevant GLP regulations, highly preferred.
- Work experience with a contract research laboratory is highly desirable.
- Able to work in a highly regulated and high pace environment.
- Able to walk, stand, squat, bend, kneel, climb, push, and pull. Able to reach overhead with hands and arm.
- Able to read, write, speak, and understand English fluently while performing the job duties which require this ability.

I have read and understand this written job description for the Assistant Research Scientist – QA Auditor and believe I am fully capable of performing all listed requirements of this job position.

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Employee signature **Date**

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