Quality Manager
Avalon Laboratories Inc.
St. John's, NL

Avalon Laboratories Inc. is the only private laboratory in the province of Newfoundland and Labrador that is nationally accredited under the Canadian Association for Laboratory Accreditation (CALA). Our staff have been providing analytical services in microbiology, toxicology, and water quality across Newfoundland and Labrador for more than twenty years. Our emphasis is on oil & gas, energy, environment, fish / food processing, mining, wastewater, drinking water, and forestry.

Avalon Laboratories is locally owned with its administrative office in St. John's, NL and its laboratory in Paradise, NL.

Our team members are passionate about growth, innovation, and collaboration. We are constantly striving to improve and better ourselves so that we can better support our clients. If you have a growth mindset and you thrive under pressure, you are probably a great fit for our team!

We are currently seeking candidates for the roles of **Quality Manager.**

At Avalon Laboratories we offer:

- A competitive salary;
- An enjoyable, diverse, and healthy working environment;
- Health and dental benefits program; and
- A growing, diversified, and exciting culture.

Job Summary

The Quality Manager ensures that our Standard Operating Procedures, company policies and procedures conform, and are in strict compliance, with the ISO 17025:2017 and ISO 15189:2012 Quality Management Systems. The key objective of this role is to work with all internal stakeholders and quality assurance systems to ensure the laboratories meet all relevant regulatory requirements and maintain their accreditations.

Responsibilities

- Implement and manage the continuous improvement program for both ISO 17025:2017 and ISO 15189:2012 Management Systems;
- In conjunction with management, ensure laboratory personnel are trained on requirements of the Management Systems;
- Serve as an exemplar of quality policies, practices, and approaches;
- Promote a quality culture and ensure our clients' quality requirements are met;
- Schedule and host internal audits and audits for clients and regulatory agencies;

- Schedule and conduct management and quality documentation reviews;
- Review performance evaluation study data and manage follow up actions;
- Identify, implement, and document continuous improvement activities;
- Ensure corrective and preventative actions are implemented, communicated, and evaluated in a timely manner;
- Act as primary contact for Management System related matters (including accreditation organizations);
- Provide updates on ISO 17025:2017 and ISO 15189:2012 Quality Performance to laboratory and management;
- Communicate recommendations for Management System improvements to management;
- Identify resource requirements for effective operation of the Management Systems;
- Review and maintain internal and external equipment calibration records;
- Manage all aspects of quality documentation issuance and returns, inclusive of all laboratory logbooks and notebooks;
- Develop and distribute SOPs and analytical procedures to laboratories and maintain quality documentation system;
- Maintain the process for the execution, investigation, and documentation of all laboratory non-compliant occurrences;
- Review stability protocols;
- Maintain records for appropriate retention times;
- Review standard receiving reports and approve reference standard labels; and
- Review analytical methods, standard operating procedures, method validations and method transfer studies, when required.

Skills and Qualifications

- Degree in a scientific discipline or equivalent;
- Minimum 2-4 years' experience in laboratory quality assurance;
- Experience working with ISO 17015:2017 Management Systems; knowledge and understanding of ISO 15189:2012 would be an asset;
- Good knowledge of chemical and microbiological concepts;
- Ability to organize, communicate, and work with others in an effective manner;
- Working knowledge of basic computer systems and software applications;
- Great communication skills (written and oral);
- Time management skills and excellent attention to detail;
- Ability to work independently; and
- Ability to work in a fast-paced, tight deadline-oriented environment.

How to Apply:

Please email your cover letter and resume to info@avalonlaboratories.ca

AVALON LABORATORIES

BUILT ON TRUST

Avalon Laboratories is committed to the practice of employment equity, and we encourage applications from qualified men, women, people of Aboriginal ancestry, persons with disabilities and members of visible minority groups. At Avalon Laboratories, we value the background, experience, and talents of everyone. We strive to create a workforce that reflects the diverse populations of our communities.

We thank all applicants for your submission. We will be in contact with only those successful candidates who apply within one week of the deadline.