Documentation Supervisor

VistaPharm, Inc. - Largo, FL

Job Summary:

The Documentation Supervisor plans, organizes and manages the Documentation areas activities for the creation, verification and archiving of all manufacturing and packaging master batch records. They will supervise the administration of document change requests, standard operational procedures, laboratory specifications/methods, Purchasing & Receiving Specifications, and change controls. The Documentation Supervisor oversees staff's execution of responsibilities and assures compliance with Good Manufacturing Practices and standard operational procedures. Responsibilities will also include ensure the filing and traceability of archived documents according to the VistaPharm document retention process and ensure proper metrics are defined, measured and monitored to identify opportunities for improvement.

Executes other Quality leadership activities as identified/requested by the Quality Vice President in support of the VistaPharm site.

Job Responsibilities:

- Ensures documentation is systematically managed and aligned with the company's Document Management Systems and processes
- Ensures that master batch records, specifications, standard operating procedures and other controlled documents are accurate and current and that effective control is maintained over their lifecycle.
- Reviews and updates, as necessary, standard operational procedures, forms, and protocols of the areas under responsibility, to assure compliance with GMPs, regulatory standards and applicable legal requirements.
- Designs, develops and presents results obtained from assigned projects within the Quality Assurance Department and the organization's business plans. Ensures alignment to priorities and monitors progress, timeliness, completion and quality.
- Ensure document control metrics are collected, reviewed, and actionable. Report document control metrics to Manager, Quality Assurance.
- Identifies opportunities for new techniques, procedures and evaluates new equipment needed to perform work more efficiently, as applicable.
- Conducts meetings with staff in charge with the purpose of communicating information about quality, policies, safety, state of the business and human resources.
- Regularly interact with Operations, Regulatory Affairs and other applicable areas on matters concerning document control.
- Provides support during internal/external audits.
- Seeks prompt identification, reporting and correction of deviations in the workplace as noted by employees.
- Supports quality systems such as procedures, validations and investigations/CAPAs.
- Recruits, evaluates, supervises, generates disciplinary actions, develops and rewards employees under supervision.
- Ensures employees under the scope of responsibility are trained in required procedures for the execution of their role.
- All other duties as assigned.

Qualification and Requirements:

An equivalent combination of education, training and experience may substitute.

- Bachelor's degree
- 3-5 years of experience working as a supervisor in the Quality Assurance Area in a GMP controlled environment
- Document management related experience preferred. Knowledge of Microsoft Office and Document Management Systems is essential.

- Strong attention to detail
- Quick to pick up on new concepts
- Be flexible regarding workload and priorities
- Possess a positive, team-oriented attitude
- Possess excellent organizational and time management skills
- Be self-motivated with ability to work with minimal instruction

Reporting Structure and Supervisory Responsibilities

- Reports to Quality Assurance
- 2 to 5 direct Reports

Benefits & Compensation:

This position offers a competitive total compensation package, including health benefits (medical, dental, and vision), 401k with company match, life insurance, and paid vacation and personal time.