

QA Assistant

About Us:

Here at United Greeneries, we are teachers, students, and innovators when it comes to cannabis. We are a dedicated team of horticulturalists, engineers, scientists, and entrepreneurs that share a passion for growing this future together. We come from a province with a storied legacy of cannabis cultivation which we are proud to contribute to in the new age of cannabis in Canada. We are a product of the history of BC.

Job Summary:

We are looking for an **QA Assistant** to join our team. Reporting to the QA Manager, the QA Assistant is responsible for ensuring, monitoring various activities by performing Quality oversight during production operations, overseeing processing, packaging, labelling and assisting Production personnel with troubleshooting, decision-making, and issue resolution.

Key Responsibilities:

- Reviews in-process batch documentation to ensure real-time compliance to product specifications, good documentation practices, Standard Operating Procedures (SOPs)
- Drafting SOPs and training employees based on QA program.
- Discusses issues directly with line personnel so corrections can be made if required
- Confirms adherence to specifications and ensures that deviation reports are generated if out-of-specifications are observed
- Knowledge about Cannabis Act and its regulations
- Conducts approval of any incoming raw materials, activities including line/room clearance, and initial equipment checks.
- Performs in-process testing, sampling, verifying procedures
- Assist in control and maintain of product label approval and compliance .
- Reviews Production logbooks for accuracy and compliance
- Performs other duties and responsibilities as assigned.
- Provide support and solutions to all members of the Production Department
- Ensures all production is done according to the established SOP's
- Responsible for monitoring records related with IPM, sanitation program, packaging and labeling
- Assists in the investigation of production issues/ deviations as reported by the production
- Other duties as assigned.

Skills and Qualifications:

- Minimum 2-3 years' work experience in a GMP environment or worked for a License producer
- Excellent interpersonal skills and the ability to collaborate effectively in a dynamic and cross-functional work environment.
- Ability to work independently with minimal supervision.
- Possess high attention to detail. BSc in Biological Sciences/Pharmacy/Food or diploma in Science related technical discipline.
- Outstanding organizational and prioritization skills.

- Excellent English verbal and written communication skills.
- Ability to manage multiple projects and tasks in a fast-paced, time-sensitive work environment with changing demands.

*Background Check is required