



PT or FT Jr. Quality Specialist (Medical Device)

Classification
Non-exempt

Reports to
Quality Manager

Essential Functions

- Performs all work in compliance with company policy and within the guidelines of the Ripple Quality System.
- Perform special projects and other tasks as assigned by the Quality Manager or VP of Engineering
- Implement and maintain Quality Systems standards
- Assist with the investigation, tracking and trending of NCMRs, CAPA's, and customer complaints
 - Create change orders/Document Control processes
- Incoming inspection
- Final device review and release
- Perform internal audits
- Ensure process compliance, as needed. Report on process compliance where appropriate
- Assist in creation of Non-Conformance Reports for failing products
- Review of Device History Records
- Provides support to all aspects of the Quality System; provides assistance in other quality department duties and projects, as assigned

Qualifications

- 2-5 years previous experience working in quality department, manufacturing, or laboratory at medical device company (direct quality experience preferred)
 - Strong interpersonal, organizational, and verbal and written communication skills and the ability to work effectively as a team member
 - Working knowledge of 21 CFR 820 (Quality Systems Medical Devices), ISO 13485, ISO 14791, and other medical device related standards
- Proficiency in MS Word and Excel
- Detail-oriented and organizational skills

Work Environment and Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
The employee must be able to use a computer, and regularly focus on components of a multi-part project for extended periods. There is no lifting requirement.

Position Type and Expected Hours of Work

This is likely a regular full time position. However, part time hours could be negotiated. Normal days and hours of work are Monday through Friday. Some personal flexibility in hours is allowed, but the employee normally should be available during normal core work hours.

Travel

No regular travel is expected. Occasional travel to conferences may be required.

Eligibility Qualifications

Documents and eligibility to work in the US, as required by Form I-9 found at the USCIS.

EEO Statement

Ripple is committed to equal employment opportunities, and does not discriminate on the basis of any protected class defined by the Equal Employment Opportunity laws.

Disability Statement

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please email resume to jobs@rppl.com if interested.