



## Quality Control Assistant

### **Job Summary:**

RoslinCT are a leading Stem Cell and Cellular Therapy Manufacturing company based in Edinburgh and due to the expansion of our operation; we are looking for an individual to join our Quality Control(QC) team to support with raw material release to ensure Production timelines are met and document review and compilation. In addition this role will support work planning and document flow. This role will be based at the Cellular Therapy Facility, within Scottish Centre for Regenerative Medicine, Edinburgh and Nine Edinburgh bioQuarter.

### **Job Description:**

The position will also involve:

- Performing QC activities in accordance with Good Manufacturing Practice (GMP)
- Perform QC raw material release to ensure Production timelines are met
- Implement improvements to the process to improve efficiencies
- Writing SOPs and updating SOPs for QC raw material release activities as required.
- Complete quality related documentation including QC records, change controls, incidents/deviations and risk assessments in accordance with GMP and standard operating procedures.
- Liaising with suppliers
- General laboratory housekeeping including cleaning, waste disposal and coordinating equipment servicing and maintenance.
- Support the QC Analysts in laboratory based tasks.
- General Record Keeping
- Demonstrate excellent customer service skills for both internal and external customers.
- Perform tasks as reasonably expected by the Quality Control Manager
- Compliance with all Health and Safety policies and procedures.
- QC Checking of documents

**Qualifications Required:**

Previous experience in laboratory support and administration.

**Skills/Experience Required:**

- Training will be provided.
- Good organisational skills
- Knowledge of Microsoft Office packages, word, excel, powerpoint etc

**The successful candidate for this interesting role will be able to demonstrate the following behavioural competencies:**

- Excellent attention to detail with a desire to continually develop and improve our processes
- Ability to learn and share your knowledge where appropriate
- A determination to succeed with a "can do attitude"
- Flexibility and enthusiastic, with a passion for lab work
- Excellent communication and interpersonal skills
- Exceptional organisational and time management skills
- Customer focused with the ability to work to deadline and deliver results

To apply, please send your CV and a covering letter.

**To apply, please send your CV, a covering letter with your salary expectation and confirmation you have the right to work in the UK to [jobs@roslinct.com](mailto:jobs@roslinct.com)**

**Location:** Edinburgh and Lothian