



Bioanalytical & Biomarker Services

## Quality Specialist I

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**KCAS Bioanalytical & Biomarker Services** is seeking a Quality Specialist I to assist with a variety of tasks within the QA department of a growing organization in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug developments, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

### **Position Summary:**

Performs activities of some variety and complexity to ensure quality and compliance with applicable regulatory requirements, including document review, audits and inspections.

### **Key Job Responsibilities:**

Typical responsibilities of Quality Specialist I may include, but are not limited to, the following:

- Performs quality review and approval of documents, data, and protocols.
- Performs quality audits and/or inspections, preparing and distributing audit reports to study director, principal investigator, and/or management in a timely manner.
- Maintains accurate quality assurance files, records, and databases, and may perform analysis and trending.
- Assists with quality improvement initiatives.

### **Education and Experience:**

- High School Diploma required, Bachelor's degree preferred.
- 6 months of work experience in a professional environment.

### **Competencies, Skills & Personal Attributes:**

- Good written and verbal communication skills
- Good basic math skills
- Good computer skills
- Strong analytical skills and attention to detail.
- Perform all aspects of job in a way that supports company brand and supports company mission, vision and values.

### **Physical Requirements:**

- Ability to lift 20 pounds.
  - Ability to sit or stand for extended periods of time.
  - Ability to convey complex information clearly and concisely.
  - Ability to ascend and descend stairs.
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