



QUALITY DOCUMENTATION COORDINATOR- (Greenville, SC)

Imagine yourself working for a leading, full-service contract manufacturing company that supports the world's most recognized household, personal care, and industrial brands. Our commitment to high quality, flexible packaging solutions has earned the respect of customers around the world. Wouldn't it be great to work for a growing entrepreneurial company where the focus is on quality products, customer service, and innovation? This could be your opportunity to play a role in making positive contributions at our SpanPackaging Services facility located in Greenville, SC.

The Quality Documentation Coordinator is responsible for coordinating, maintaining, and controlling current and accurate Quality Management Systems and documents as consistent with applicable CFRs and ISO requirements.

Major responsibilities are as follows:

- Maintain quality documents and enter into document management system
- Ensure all documents are approved, released, reviewed, and revised as needed
- Ensure manufacturing equipment and processes are properly qualified and validated
- Gather documents required for internal and external audits
- Interact with various departments, communicate non-conformances, and recommend changes and improvements in policies, procedures, and processes
- Interface with customers and vendors, respond to requests for documentation, complete customer and vendor questionnaires and surveys, and investigate complaints
- Ensure documentation standards and procedures are current with quality practices and business requirements
- Notify management when changes to documentation standards and procedures are needed
- Perform special projects and other duties as assigned.

If you are known as an exceptional employee who produces great work and believes in adding value in everything you do, we want you to join our growing team and share our vision. The ideal candidate will have 1 -3+ years of related quality experience, preferably within an FDA or ISO environment. Attention to details along with excellent recordkeeping and documentation skills are essential. Computer proficiency in Word and Excel are required. MAPICS experience is desirable. Bachelor's Degree in Biology or Chemistry is preferred. Associate's Degree in Life Science may be considered.

Qualified candidates are requested to e-mail or fax their cover letters, resumes, and most recent base salary information. Please be sure to list the position you are applying for in the subject line. No phone calls please. EOE/M/F/D/V.

Multi-Pack Solutions
1804 W Central Road
Mount Prospect, IL 60056
E-mail: Recruiter@multipacksolutions.com
FAX # 847-253-7249
Website: www.multipacksolutions.com