



Position: Document Control Coordinator
Location: Ithaca, NY
Date Posted: 08 December 2020
Start Date: 04 January 2021
Job Type: Full time, hourly
Contact: Greg Mouchka | greg@ifyber.com

iFyber is seeking a document control coordinator responsible for the control of document and records within the Quality Management System (QMS), the change management process, and employee training.

Essential Duties and Responsibilities

- Manage the daily flow and final release of controlled documents through the QMS, including document updating, formatting, printing for signatures, scanning, and issuance of documents
- Coordinate the revision process of Standard Operating Procedures (SOPs), forms, and other controlled documents
- Distribute/reconcile controlled copies of documents and ensure the latest revisions are available for use
- Responsible for distribution/notification of document releases, changes, and obsolescence
- Assist in archiving Quality Assurance records and archiving
- Maintain historical files for SOPs, forms, and other controlled documents
- Assure that document management strategies and regulatory requirements for documents are upheld
- Assist in QA audits with respect to record archiving and administrative support
- Issue change numbers and update electronic document logs
- Support the employee training program by communicating training requirements, updating training plans, and scheduling trainings, as required.
- Perform all other related duties as assigned

Minimum Qualifications and Requirements

- Bachelor's degree or equivalent combination of education and experience.
- Experience in data entry and document management or within an FDA-regulated industry preferred, but not required.
- Must possess a high level of attention to detail and be proficient in Word and Excel. Experience in SharePoint is preferred.
- Strong computer, organizational, and compliance skills. Individual must be adept at working with computer data systems, enter data accurately and consistently and must be able to search databases for retrieval of information.
- Strong written and oral communication skills and ability to work effectively within a team setting.
- Ability to work effectively on multiple projects simultaneously with minimum supervision.
- Basic knowledge of scientific terminology preferred.

**About iFyber:**

iFyber is a contract research and development organization located in Ithaca, New York. We offer unique expertise at the interface of chemistry, biotechnology and materials science. Our complementary skill sets help our clients efficiently advance innovation and address untapped markets. We thrive at the early stages of product and technology development, with a technical team that provides creative, yet practical, inputs to applied problems using rigorous scientific principles, and an experienced business development team to position outcomes for market introduction under appropriate timelines.