

Assistant, Computer Systems Validation

TRIO (Translational Research in Oncology) is a not-for-profit clinical research organization that is dedicated to advancing translational cancer research by pursuing forward innovative and targeted therapeutic concepts in the clinical trial setting. We are committed to providing treatments of the future to the world of today.

TRIO's head office is in Edmonton, Alberta, Canada, although the organization has operations all throughout Canada, the USA, France and Uruguay. TRIO is looking for an Assistant to join our Computer Systems Validation (CSV) team.

The CSV Assistant will be reporting directly to the QA Computer Systems Validation Unit Manager. The main objective of the CSV Assistant is to ensure quality and accuracy is maintained in all the documents which pertain to our GCP Systems within TRIO.

Responsibilities:

- Conduct review checks on all key documents to ensure accuracy and compliance with internal procedures and regulatory requirements
- Review and update tables for summary reports
- Update and maintain various CSV Trackers/Logs and Table of Contents for all systems
- Perform periodic reviews for all system packages
- Enter new/updated approved requirements into the Test Management Software (HP Quality Center) for all Systems
- Review departmental standard operating procedures and instruction manuals
- Review and close out executed testing efforts in compliance with internal procedures
- Participate/ assist in audits as needed, related to CSV Processes
- Assist in the preparation of training packages for publishing in the Learning Management System
- Other administrative tasks related to CSV activities as needed/assigned

Qualifications:

- A certificate in administration or records management would be an asset. Equivalent education and experience will be considered
- Minimum 1- year experience in Computer System Validation/User Acceptance Testing/Quality Control or experience in a regulated environment would be an asset.
- Team player who is a self starter and able to operate independently
- Demonstrate high attention to detail, accuracy and thoroughness.
- Ability to prioritize work load and maintain multiple ongoing projects
- Fluent in English, written and verbal.
- Excellent communication and interpersonal skills
- Intermediate skills in MS Office applications, specifically Word, Excel is an asset.

If this sounds like the opportunity you have been seeking please forward a cover letter with your CV by email, quoting **19-27 CSV** in the subject line to: human.resources@trioncology.org.

We thank all candidates for their interest; only those selected for an interview will be contacted.