CLINICAL QUALITY ASSURANCE SPECIALIST

VBI Vaccines Inc. (Nasdaq: VBIV) is a commercial-stage biopharmaceutical company developing a next generation of vaccines to address unmet needs in infectious disease and immuno-oncology. VBI's first marketed product is Sci-B-Vac™, a hepatitis B ("HBV") vaccine that mimics all three viral surface antigens of the hepatitis B virus; Sci-B-Vacis approved for use in Israel and 14 other countries. VBI's eVLP Platform technology allows for the development of enveloped ("e") virus-like particle ("VLP") vaccines that closely mimic the target virus to elicit a potent immune response. VBI is advancing a pipeline of eVLP vaccines, with lead programs in cytomegalovirus ("CMV") andglioblastoma multiforme ("GBM"). VBI is also advancing its LPV™ Thermostability Platform, a proprietary formulation and process that allows vaccines and biologics to preserve stability, potency, and safety. VBI is headquartered in Cambridge, MA with research operations in Ottawa, Canada and research and manufacturing facilities in Rehovot, Israel. For more information about us, please see our web site - **www.vbivaccines.com**.

We are looking for a full time **Clinical QA Specialist** to join our growing team in our Ottawa office. Reporting to the Chief Medical Officer or delegate, you will work on vaccine clinical research and clinical trial related document control, quality assurance and other related assignments.

Responsibilities:

Document Control

- Collect, manage, store, and track company documents.
- Scan, image, organize and maintain documents, adhering to the company's document lifecycle procedures, and they archive inactive records in accordance with the records retention schedule.
- Control the retrieval of documents.
- Ensure the timely distribution of latest revision level documentation to all appropriate users and ensure that obsolete documentation is removed from distribution.
- Develop and maintain documents such as meeting minutes and approvals.
- Maintain a computer database of all filed documentation that ensures fast retrieval of documents.
- May be responsible for training employees on records management procedures and policies, which include documentation, retention, retrieval, destruction and disaster recovery.

Quality Assurance

- Draft SOPs, quality assurance policies and procedures.
- Interpret and implement quality assurance standards.
- Evaluate adequacy of quality assurance standards.
- Document quality assurance activities.
- Prepare reports to communicate outcomes of quality activities.
- Evaluate audit findings.
- Responsible for document management systems.
- Assure ongoing compliance with industry regulatory requirements.

Administrative

- Other administrative related tasks and duties as may be assigned.

Qualifications and Experience:

- 3+ years related documentation control & QA related experience.
- Bachelor of Science degree or equivalent is preferred.
- Related certification in an area such as Quality Improvement Associate is a definite asset.
- Must have demonstrated hands on working knowledge of industry related document control and QA tools, concepts and methodologies.
- Solid working knowledge of relevant regulatory requirements.
- Well versed in working with Microsoft Office product suite
- Strong interpersonal and verbal/written communication skills, comfortable working in a cross-functional team environment.
- Quick learner with the ability to work independently, prioritize, multitask & meet deadlines.
- Detail oriented, resourceful, excellent problem solving skills.
- Only candidates with current Canadian government authorization to live and work in Canada will be considered.

To Apply:

Please send your resume including a cover letter outlining your qualifications and interest in joining VBI's team to hr@vbivaccines.com, noting "**Clinical QA Specialist**" in the subject line.

We thank all applicants for their interest but we will only be able to contact individuals being invited for an interview.

No agencies please.