

## **Jecho Laboratories Job Opportunity**

**TITLE:** Quality Assurance Associate  
**LOCATION:** Frederick, MD  
**REQ#:** 19-005

**Overview:** Jecho Laboratories, Inc. (Jecho) is a biopharmaceutical company developing innovative therapeutic biologics, including therapeutic monoclonal antibodies, cytokines, immunotoxins, and vaccines to address a broad range of diseases as well as treatment of cancer and infectious disease. The company headquarter is located in Frederick Maryland, USA.

We are seeking a highly energetic and capable individual to join our QA group. Qualified individual will report to QA director and is expected to be self-motivated, highly productive and well organized. Our company thrives as one cohesive team where individuals must be willing to take responsibilities and learn new skills outside their core competencies. This presents a tremendous opportunity for expanding individual's knowledge and career advancement.

### **Essential Job Functions:**

- Maintain quality documents, including but not limited to SOPs, calibration/validation protocols and reports, logbooks.
- Coordinate employee training to quality system documents as needed, update and maintain employee training records.
- Review and approve GMP raw materials PN and master spec.
- Write general SOPs or other GMP documents.
- Maintain GMP inventory.
- Assist environmental monitoring program.
- Assist GMP or R&D ordering, shipping/tracking and inventory.
- Support other department's activities including Administration and Operation.

### **Minimum Requirements:**

- BS in Biology, or related scientific disciplines.
- A working knowledge of QA is a plus.
- Excellent multi-task ability, good organizational skills, and team-oriented personality is a must.
- GMP experience is a plus.
- Excellent written and oral communication skills.
- Previous experience of technical writing, such as SOPs, technic reports, qualification/validation protocol and reports, etc, is a plus.

### **Compensation:**

- Jecho offers a competitive salary (commensurate with experience) and excellent benefits package, including health insurance, dental/vision insurance, short-term and long-term disability insurance, and 401(k) retirement plan.
- Jecho is an equal opportunity employer.