

Job Description –Technical Writer

Position Title: Technical Writer	Supervisor Title: Project Manager, Engineering
Job Level (PLS): n/a	Position Type: Contract – 6–8 months
Job Function: Manufacturing & Quality	Location: Charlottetown, PEI
<p>Position Description:</p> <p>Technical writer will work closely with the project manager and project team to draft and revise cGMP quality documentation related to an active capital project.</p>	
<p>Functions, Duties, Task:</p> <ul style="list-style-type: none"> • Write, revise and execute validation documents including but not limited to: <ul style="list-style-type: none"> ○ IOPQ Protocols and Reports ○ Validation Plans ○ Risk Assessments ○ CSV documentation • Prepare working procedures to support preparation of registration documents. • Collaborate with the production team to facilitate knowledge exchange • Participate in project team meetings and gather knowledge from SMEs about specific process, or process equipment. • Work according to, and eventually ensure the compliance with, external and internal guidelines (e.g. SOP's, cGMP, GDP, and HSE). 	
<p>Minimum Qualification:</p> <p>Education:</p> <ul style="list-style-type: none"> • College diploma or Bachelors degree in Science/BioTechnology/ Biology/Chemistry <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 3-5 years of work experience in a scientific laboratory or Biotech industry • Technical writing experience • Scientific and technical knowledge related to manufacturing equipment and cGMP 	
<p>Additional Requirements:</p> <ul style="list-style-type: none"> • Must have advanced skills in English (oral and written). • Must have the ability to work in an office environment and a production environment • 6 - 8 month contract; Full time hours (40 hours/week), flexible work hours 	