



<https://scantibodies.com/job/training-document-control-analyst-i/>

## Training/Document Control Analyst I

### Description

We are looking for a Training/Document Control Analyst to join our team.

This position will:

- Convey an understanding of Scantibodies Training Program.
- Understand Scantibodies' Quality System and develop guidance on how to reference procedures for a better understanding of the SLI policy in regards to specific regulations and standards.

### Responsibilities

- Have an expert knowledge of Microsoft Office Applications/Tools (e.g. Word, Excel, etc.) and Adobe for initiating and processing documents, training records and training matrices.
- Have an understanding of regulatory standards such as cGMP, ISO Standards, FDA's 21 CFR 820 and serve as a model for compliance to the regulations and standards in all aspects of the job.
- Ensure training information matches training matrices and SmartSolve Quality Management Software.
- Process documents to ensure quality and reflection of current procedures/data.
- Manage document archives/vault for various Scantibodies' facilities.
- Provide Document Control support during internal and Regulatory audits.
- Must have an Associates degree or equivalent work experience required.
- Personnel with experience in medical device environment field and Document Control experience is preferred.
- Experience in SmartSolve is a plus.

### Job Benefits

We offer a comprehensive benefits package to include paid sick, vacation, medical, dental, vision, life insurance and 401(k).

### Contacts

Email your resume to: [hr@scantibodies.com](mailto:hr@scantibodies.com)

Scantibodies Laboratory, Inc. is located at:  
10946 Woodside Avenue North, Santee, CA 92071

### Hiring organization

Scantibodies Laboratory, Inc.

### Employment Type

Full-time

### Job Location

10946 Woodside Avenue North,  
92071, Santee, California, United States

### Base Salary

\$ 22

### Date posted

September 14, 2022