



Title: Quality Assurance Specialist

Location: Worcester, MA

Reports to: Quality Assurance Systems Supervisor

Overview:

The Quality Assurance Specialist (QA II) will support the continued development and management of Mustang Bio's GMP training programs and process in support of chemistry, manufacturing, and controls (CMC) organization. This role will also support the Documentation Management and Change Management teams members.

Specific Responsibilities:

- Continued development, maintenance, improvement, and management of Mustang Bio's GMP training program
- Manage the assignment of GMP and job-related training to Mustang Bio CMC personnel, in collaboration with department management
- Within the electronic quality management system (eQMS), maintain individual training files for each team member
- Distribute training metrics and completion reporting
- Work independently or with specific subject matter experts to develop targeted training sessions (GMP, aseptic gowning, etc.) and either directly or indirectly deploy training to the site
- Develop and deploy online training within the electronic quality management system (eQMS)
- Leverage online and in-person learning assessments
- Cross-train other Quality Assurance team members to aid in the management of the training program
- Issue and reconcile Master Batch Records, logbooks, lab notebooks, in process and final product labeling
- Assist in the review, approval, and release of SOPs, Forms, and Checklists collaborating with MBIO team

Qualifications and Experience:

- Bachelor's degree in Chemistry, Biological Sciences or related field, or equivalent combination of education and work experience
- 5 or more years in Quality Assurance, Quality Control, or other compliance role
- Working knowledge of FDA cGMP requirements
- Strong interpersonal and diplomatic skills
- Attention to detail, organizational skills, and ability to multi-task in a dynamic environment
- Ability to identify & communicate opportunities for process improvement