



Job Title: Documentation & Quality Control Specialist

Job Description:

- Manage the entire process of developing a quality control manual.
- Close communication with legal and regulatory experts to review quality control documents
- Documenting all work processes and quality control measures.
- Assist the company in obtaining quality certifications.
- Liaising directly with team members, suppliers and customers to understand communication flows and organizational processes.
- Write and execute effective email communication with various stakeholders.
- Support the design and content development of pitch decks, website, social media, grant applications, and other company documents.

Skills & Qualifications:

- Excellent oral & written communication skills.
- Enthusiastic about lab-on-a-chip technology.
- A meticulous and rigorous attention to detail and documentation.
- Able to learn new topics quickly and engage in problem-solving in previously unfamiliar domains.
- Able to work independently and take initiative when time permits.
- Students enrolled in a degree program in engineering, biotechnology or related fields are preferred. Other disciplines will be considered.
- Familiarity with quality standards such as ISO 9001 and ISO 13485 is a plus.

Company contact:

Dr. Amir Sanati-Nezhad, Director

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We thank all applicants, however, only candidates selected for an interview will be contacted.

Company Bio:

Critical Care Dx Ltd (Criticare), is a Calgary-based biotech company that develops **lab-on-a-chip diagnostic devices** that will disrupt the point-of-care molecular diagnostics industry through a unique blend of capillary microfluidic technology and electrochemical biosensing. Our current focus is to apply our technology to COVID-19 testing in order to provide point-of-care tests that produce results in a matter of minutes. The University of Calgary lab behind this company has won recent research grant funds totaling \$895,000 for COVID-19 diagnosis. Our team includes several graduate and post-doctoral students, as well as two University of Calgary faculty members.

Visit www.criticaredx.com for more information.