



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 various 3D printing tools, technologies, and materials.
- 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.

Contact Information:

Dr. Mohammad Keyhani, Director

Address: Life Sciences Innovation Hub - 3655 36 St NW, Calgary, Alberta T2L 1Y8

Phone: 1-647-829-3820

Email: shapetry@gmail.com

Company Bio:

Shapetry Labs Inc., is a Calgary-based Medtech company that develops, produces and sells simple but applicable medical devices using 3D printing and other advanced additive manufacturing methods. Our current focus is on designing and supplying devices critical to COVID-19 testing such as nasopharyngeal swabs and saliva collection kits. We are a start-up spinning out from research work at the University of Calgary and working closely with Alberta Health Services. We are one of only a handful of companies

being considered by Health Canada for approval to produce 3D printed nasopharyngeal swabs specific to COVID-19 testing.

Visit www.shapetry.com for more information.

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

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