



JOB POSTING

Position: *Technical Consultant*

To Apply: *Send resume and salary requirements to consultant@gxppartners.com
no relocation package offered; must be authorized to work in the USA for any employer*

- **General Requirements**
 - Strong interpersonal, communication, and writing skills.
 - Ability to quickly learn, and subsequently instruct others in, the Installation, Configuration, and Support of new technologies and applications.
 - Ability to work well with others as part of a team or independently.
 - Ability to adapt to continuously changing working environments.
 - Exceptional computer skills.
 - Domestic and international travel 50% to 90%.

- **Position Responsibilities:**
 - Install, configure, and support applications developed and supported by GxP Partners, LLC.
 - Develop and maintain Validation and Training documentation for computer systems.
 - Provide Training for client users on systems implemented.
 - Develop Test Procedures for Qualification of computerized systems.
 - Execute Validation Protocols (IQ, OQ, and PQ) on Manufacturing, Clinical, Research, and related computerized systems.
 - Develop standard operating procedures as they pertain to computerized systems.
 - Develop User Requirements, Functional Requirements, and Design Specifications.
 - Develop and maintain Traceability Matrices for Validated Systems.
 - Maintain personal expense accounting and time utilization.

- **Experience Desired**
 - Operating Systems: Windows Server and Professional 2000 and above, Novell, Unix.
 - Database Systems: Oracle, SQLServer.
 - Document Management / Control Systems.
 - Learning Management Systems.
 - Document Imaging Systems, prefer KOFAX.
 - CAPA, Customer Complaint, Document Control, and Change Management Systems.
 - Validation and Change Management procedures.
 - 21CFR Part 11.
 - Pharmaceutical industry.

- Proficient in the use of Microsoft Office tools, Visio, and Project Management Software.