

JOB TITLE: Quality and Compliance Specialist (Part-Time)

ABOUT THE COMPANY

AVIC Solutions is a global leader in Quality Assurance (QA) and Data Privacy compliance, specializing in the clinical trial, pharmaceutical, and biotech industries. For over eight years, we have partnered with organizations to ensure regulatory compliance, mitigate risk, and implement structured quality and data privacy systems aligned with global regulatory frameworks.

Our expertise spans:

- Quality Assurance & Compliance: Development and implementation of Quality Management Systems (QMS) and compliance frameworks aligned with ISO 9001, ISO 27001, ISO 14155, GCP, GMP, and 21 CFR Part 11.
- Data Privacy & GDPR Compliance: Design and execution of comprehensive data privacy programs to comply with GDPR, HIPAA, PIPEDA, and other global regulations.
- Regulatory System Implementation: Establishing and optimizing ISO-compliant governance structures, privacy frameworks, and compliance monitoring systems to ensure organizations meet ongoing regulatory obligations.
- We work with pharmaceutical sponsors, CROs, biotech firms, and health technology companies to streamline regulatory processes, ensure data integrity, and maintain compliance with evolving global regulations.

At AVIC Solutions, we are committed to excellence, integrity, and operational efficiency, helping our clients build and maintain structured, sustainable compliance systems that support their long-term success.

POSITION OVERVIEW

We are seeking a detail-oriented and proactive Quality Assurance Coordinator to join our team on a part-time basis. The ideal candidate will assist with various quality assurance tasks, including document review, report generation, audit agenda generation and review, Gantt chart generation, project management activities, calendar management, and client communications.

KEY RESPONSIBILITIES

- Conduct document reviews and generate reports.
- Assist with audit agenda and report creation and/or review.
- Create and manage Gantt charts for project timelines.
- Manage calendars and schedule meetings.
- Support client communications and correspondence.
- Help develop and implement corporate data privacy programs.
- Perform batch record reviews and CoA generation for pharmaceutical clients.
- Support the implementation of Quality Management Systems (QMS) and other QA tasks.

QUALIFICATIONS:

Minimum:

- Proficiency in Microsoft Excel and Word.

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- Experience with AI tools for process automation.
- Strong organizational skills and attention to detail.
- Ability to work independently and manage multiple tasks.

Preferred:

- Experience in quality assurance or compliance roles.
- Familiarity with project management tools.

EDUCATIONAL REQUIREMENTS

- Bachelor's Degree or higher in Science, Pharmaceutical, English
- 2-4 years of experience in Quality Assurance and Quality Compliance / Data Privacy in the healthcare or technology sector.

COMPENSATION:

- Hourly rate: Commensurate with experience and skills.

APPLY FOR THIS POSITION

All interested applicants are requested to submit a resume and cover letter. We thank all applicants in advance for their interest but only those selected for interview process will be contacted. No third-party recruiters please. AVIC Solutions is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, among other things, or status as a qualified individual with a disability.