**SUMMARY:**

Burpee MedSystems (BMS), a subsidiary of SEISA Medical, is an innovative, ISO-certified, and FDA registered medical device manufacturing company located in Eatontown, NJ. We develop and manufacture sterile medical devices, primarily stents and stent delivery systems. Our team is esteemed by both medical device startups as well as well-known medical device corporations for our aggressive pursuit of high-quality engineering and manufacturing solutions in a timely manner.

We are looking for a Quality Associate who is an independent team player with a positive attitude and a strong work ethic to join our quality team. The Quality Associate is an important position that provides general administrative support for our Document Control and Quality departments.

**RESPONSIBILITIES:**

* Responsible for general administrative support to our Document Control and Quality Departments.
* Responsible for Archiving of product and data enter into Archive Software System.
* Entering Training and tracking missing incomplete Records.
* Printing, assembling, and releasing production routers.
* Helping prepare Document Change Requests.
* Formatting MS word, MS Excel and MS PowerPoint documents.
* Data input and general use of the Quality Software System.
* Creating pdf’s and filing both paper and file copies of reports and documents.
* Filing and retrieval of regulatory documents.
* Assisting the Document Control Supervisor and Quality Management.

**MINIMUM REQUIREMENTS:**

* Positive and energetic demeanor and a strong work ethic are a must.
* Ability to manage multiple tasks, set priorities, and meet deadlines to support multiple departments.
* Self-motivated with ability to work independently with minimal supervision in a fast-paced environment with changing priorities.
* Attention to detail and strong editing skills (ability to notice mistakes)
* Good interpersonal skills and communication skills are important.
* Strong computer skills (word, excel, power point) is required Prior experience required.
* Strong professional or academic references are a must.

*To apply, please submit your resume to* *jobs@burpeemedsystems.com**.*