



## **Document Control Coordinator**

**Third Pole, Inc.** is a growing cardiopulmonary therapeutics company that is developing a unique technology to make inhaled nitric oxide (NO) from air. Inhaled NO is an effective tool, but tanks of NO are not widely accessible for treating heart and lung diseases worldwide. Our tank-less product will offer a disruptive solution which will allow us easy entry to both US and Global markets. Our product will be so simple to use that babies who currently lack access to this medicine will soon be treated; saving lives in China, India, Kenya and worldwide.

**This a flexible part-time position**, supporting document control requests throughout the organization including: creation, distribution, control, and maintenance of both controlled paper documents and electronic systems to ensure compliance with regulatory requirements (FDA, GMP ISO 13485) and quality system policies

### **Responsibilities:**

- Coordinating the document control system which includes issuing document numbers, document change management, circulating documents for review and approval, tracking documents at all stages of routing, approval and distribution, maintaining all master documents.
- Assisting in developing and publishing controlled documents (procedures, work instructions, forms, and specifications, and other related product documents) and reports to ensure compliance with company and regulatory requirements.
- Ensuring proper publication of controlled documents and records and accurate documentation of changes thereafter.
- Maintaining paper or electronic files for controlled documents, including all items associated with record retention tasks, as applicable.
- Perform other duties as assigned.

### **Requirements:**

- Associate Degree or equivalent professional experience (in lieu of degree).
- 2 years experience with the document control process, previous work in a GMP environment is highly preferred.

- Good understanding of basic document control principles.
- Excellent organizational skills.
- Self-motivated and detail-oriented.
- Computer proficiency: in Microsoft Word and Microsoft Excel.
- Excellent written and verbal communication skills.

**Apply now for immediate and confidential consideration!**