

**Job Title:** Intern – Quality

**Department:** Quality Assurance

**Reporting To:** Manager of Quality Assurance and/or LIMS Project Lead

**Classification:** Non-Exempt (Part time or Full time)

### **What We Do**

BioDuro-Sundia is one of the premier Contract Research, Development and Manufacturing Organizations (CRDMO) globally, with more than 2,200 employees. Our US operations are US headquartered in San Diego, CA. Our 10 facilities provide integrated solutions and exceptional services to our clientele for challenging preclinical and clinical trial projects. With capabilities spanning Drug Discovery, Development, and Manufacturing, it is no surprise that BioDuro-Sundia is a leading partner of choice.

### **Why BioDuro?**

Take the next step in your career and join BioDuro-Sundia today to change lives through the products we help create. Here, you will contribute your talents to meaningful projects that impact the lives of patients around the world and develop as an individual by working directly with a team of seasoned experts and rising stars. Our values of Accountability, Respect, Tenacity, Results and Integrity are embedded in everything we do. No matter what your role may be, BioDuro-Sundia strives to ensure all our employees are empowered and given the necessary tools to lead us in our relentless pursuit of success.

### **Job Overview/Summary**

The Quality Intern coordinate the migration of Equipment and Stability studies into LIMS (Lab Data Management & Analysis Software) system. All qualified QC equipment as well as approved Stability programs need to have an associated entity created in LIMS system to support the full transition of qualification and periodic review for equipment and sample pull date for stability programs to the LIMS system.

The intern will learn about the LIMS system and the equipment qualification process as well as will receive an overview of stability studies. They will also gain an understanding of the process for implementing a new computer system in the GMP environment.

### **Essential Functions and Responsibilities**

- Coordinate with LIMS SMEs at Irvin or San Diego sites to define data requirements.
- Compile a list of entities to be created with associated data.
- Create template in LIMS for stability program
- Coordinate the loading and review of the data into LIMS.
- Maintains general cleanliness and organization of the department, including glassware washing, bench space and common use areas, as needed.

## **Requirements**

- Highschool diploma
- Good verbal and written communication skills
- Familiar with computer system. Understanding of computer programming (e.g., Basic, C++ and Jscript.net / SQL) is a plus
- Spreadsheets and data management skills/experience
- Ability to work on a flexible schedule
- This position is responsible for compliance with all safety regulations, and Mechanical/Electrical/Fire Hazards encountered in Manufacturing/Laboratory Areas

## **Benefits**

BioDuro-Sundia employment provides the opportunity to work in beautiful San Diego, California only 5 minutes from the nearest beach. We offer full health benefits, paid vacation and sick leave, an aggressive bonus structure, and market-competitive salaries to all our employees. In addition, BioDuro-Sundia provides employees with free catered lunch Monday through Thursday, and a variety of engaging employee and community outreach events. We strive to reward and promote employees who exhibit our values of Accountability, Respect, Tenacity, Results and Integrity.

## **EOE and Accommodation**

We value diversity and are proud to be an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, pregnancy, citizenship, marital status, gender expression, genetic information, political affiliation, or any other characteristic protected by law. BioDuro-Sundia provides reasonable accommodation in job application procedures for qualified individuals with disabilities and disabled veterans. If you need accommodation in connection with the recruiting process due to a disability, you may use the alternative methods by emailing [humanresources@BioDuro-Sundia.com](mailto:humanresources@BioDuro-Sundia.com). If you are selected to interview for a position, you may also request an accommodation with our team directly.