



## JOB POSTING

Position: *Technical Consultant*

To Apply: *Send resume and salary requirements to [consultant@gxppartners.com](mailto: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.