



## **JOB DESCRIPTION**

The nature of **LIN-ZHI INTERNATIONAL**'s business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their "Terms of Employment."

### **JOB TITLE:**

Documentation Specialist

### **RESPONSIBLE TO:**

VP of Operations

### **GENERAL DUTIES:**

- Prepare and maintain production and product related documentation such as but not limited to Manufacturing Procedure Instructions (MPI), Manufacturing Specification Sheets (MSS), Research and Development Procedure Instructions (RPI), Research and Development Specification Sheets (RSS), Protocols, Labels, Product Inserts, and Safety Data Sheets (SDS). The Documentation Specialist must follow appropriate document control procedures used by LZI.
- Other duties may include copying, filing, and maintenance of production and packaging related documentation.  
\* Additional duties may be added as the need arises

### **SPECIFIC DUTIES:**

- Ensure proper updates of production and product related documentation by following appropriate document control procedures such as Engineering Change Orders (ECOs), Transfer Lots, Master and Working copies, and etc.
- Liaise with Production, Packaging, Quality Control, Development, Regulatory teams, and the VP of Operations for updating documentation.
- Establish, implement, and maintain product documentation related Standard Operating Procedures (SOPs), forms, and protocols.
- Ensure all documents used for production are current, properly identifiable, and traceable (i.e correct document name, number, revision, stamp indicating Master or Working copy, etc).
- Part Number Index and Registry maintenance.
- Obsolete DMR binder maintenance.
- Correction & updates of labels, product inserts, protocols, MPIs, MSSs, RPIs, RSSs, and Safety Data Sheets (SDS).
- Maintain Source HOV, Image Silo by following proper document control procedures.  
\* Additional duties may be added as the need arises



## **JOB DESCRIPTION**

### **QUALIFICATION & EXPERIENCE REQUIREMENTS:**

- Bachelor's degree is required
- Applicants should be well-versed in the use of the internet, email, Adobe Acrobat, and the Microsoft Office suite (Word and Excel)
- Excellent attention to detail and organization skills
- Excellent communication skills
- Maintain good working relationship with various internal departments

### **GENERAL ON THE JOB TRAINING REQUIREMENTS:**

- Document control (creation, update, maintenance, and obsolescence of paperwork)
- Software training for BarTender, ImageSilo, and SourceHOV

*Lin-Zhi International, Inc.* is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

*Lin-Zhi International, Inc.* is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.