

# VACANCY

Sri Lanka Institute of Biotechnology (Pvt) Ltd is fully government owned private company for research and developments including biotech related manufacturing process. We are looking for dedicated personnel to be a part of our team for immediate employment.

## Quality Executive

### Qualifications Required:

- A bachelor's degree in a relevant field such as Quality Assurance, Industrial Engineering, Manufacturing, Science, or a related discipline
- Masters' degree or professional courses will be an added advantage

### Experience:

- Minimum of 02 years' relevant experience
- Familiarity and knowledge of quality management systems and standards

### Your role:

- Be proactive in implementing, maintaining, delivering and developing a quality management system compliant with the relevant quality standards.
- Lead the education and training of laboratory staff on the principles and practices of the quality management system.
- Ensure implementation of the SLIBTEC quality policy using evidence-based indicators.
- Assist Laboratory Manager in coordinating all laboratory activities.
- Take part in scheduling and conducting internal audits as per the relevant national and international standards
- Ensure that the quality manual and other relevant documents are reviewed and updated to comply with accreditation requirements.
- Assist in timely application and renewal of GLP status for the research laboratories, ISO 17025:2017 and ISO 15189:2022 for testing laboratories
- Conduct routine quality assurance and quality control procedures.
- Work proactively to foster and embed a culture of continual quality improvement across all the research and testing laboratories.
- Compile and maintain a laboratory risk register collaboratively with the laboratory manager and Environmental and Sustainability Manager.
- Participate in the quality assurance meeting and other meetings as needed.
- Assist in method validation programmes.

### Competencies and Skills

- Team work and collaboration
- The ability to anticipate potential pitfalls, and proactively solve problems
- Good communication skills in English language

If you meet above requirements, please email your detailed CV with contact details and two non-related referees within 7 working days of this advertisement.

**e-mail: [slibtec@gmail.com](mailto:slibtec@gmail.com)**

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